

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Operations

**Recruitment source referring hiree: Employee Referral
Date of hire: 11/13/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Operations

**Recruitment source referring hiree: Employee Referral
Date of hire: 11/13/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Operations

**Recruitment source referring hiree: Employee Referral
Date of hire: 11/13/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Operations

Recruitment source referring hiree: Employee Referral
Date of hire: 11/13/2017

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Operations

**Recruitment source referring hiree: Employee Referral
Date of hire: 11/13/2017**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Sales Operations

Position: Sales Operations

Hire Date: November 13, 2017

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Position Overview

The Coordinator, Sales Operations will act as the backbone of every media campaign. This position will provide support on all operational measures to ensure accuracy in client deliverables. This position is Burbank-based and reports to the Director of Sales Operations.

Responsibilities

- Enters orders for Account Executives into Salesforce order entry portal, makes necessary changes when there are revisions to the media flight schedules, and checks contracts for accuracy
- Daily contact with Traffic and Continuity Departments to ensure that campaigns are running as ordered and that all client deliverables will be met within campaign timeframe

Qualifications

- 0-2 years of relevant work experience in data entry, systems input, or other operational role
- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVV, KYSR
Fax and E-mail verification summary report for Sales Operations

to detail; meets deadlines

- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills
- Thrives in a fast paced environment
- Strong interpersonal and communication skills
- Excellent organization, planning, multi-tasking and time management skills
- Ability to work independently and with a team in a fast-paced work environment

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Sales-Operations_Req8908

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales Operations

IMPORTANT

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyoko Knight at kiyoknight@iheartmedia.com

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV5, KYSR
Fax and E-mail verification summary report for Sales Operations**

RS Number	Recruiting Source	Date and Time
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 10/27/2017 12:59:39 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 10/27/2017 12:59:37 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 10/27/2017 12:59:39 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 10/27/2017 12:59:37 PM
11	Colorado Media School E-mail: tcuff@beonair.com	Sent: 10/27/2017 12:59:36 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 10/27/2017 12:59:40 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 10/27/2017 12:59:35 PM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 10/27/2017 12:59:40 PM
16	Homeboy Industries P E-mail: adelvillar@homeboyindustries.org	Sent: 10/27/2017 12:59:37 PM
24	JVS Marina Del Rey Worksource Center J E-mail: rmadrid@jvsla.org	Sent: 10/27/2017 12:59:39 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 10/27/2017 12:59:36 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 10/27/2017 12:59:40 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 10/27/2017 12:59:39 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 10/27/2017 12:59:38 PM

[Return to your list of jobs](#) [Print Job Order](#)

Job Summary

Job #: Req8908

Sales Operations

Burbank, CA - 91505

Posted 10/28/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Sales and Related Occupations

Job Description

Job Summary: Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team. **Position Overview** The Coordinator, Sales Operations will act as the backbone of every media campaign. This position will provide support on all operational measures to ensure accuracy in client deliverables. This position is Burbank-based and reports to the Director of Sales Operations. **Responsibilities** • Enters orders for Account Executives into Salesforce order entry portal, makes necessary changes when there are revisions to the media flight schedules, and checks contracts for accuracy • Daily contact with Traffic and Continuity Departments to ensure that campaigns are running as ordered and that all client deliverables will be met within campaign timeframe

Additional Information

Qualifications • 0-2 years of relevant work experience in data entry, systems input, or other operational role • Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines • Assumes responsibility & accountability for assignments and tasks • Actively listens; clearly and effectively conveys information; uses professional telephone skills • Thrives in a fast paced environment • Strong interpersonal and communication skills • Excellent organization, planning, multi-tasking and time management skills • Ability to work independently and with a team in a fast-paced work environment **Location** Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 **Position Type** Regular **The Company** is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. [Click here to learn about E-Verify.](#) Current employees and contingent workers [click here to apply and search by the Job Posting Title.](#)

Share this Job

[Myspace Share](#)[Facebook Share](#)[Tweet This](#)[Email](#)

+ [Show Additional Job Information](#)

To display more information including how to apply for this job, click the button below.

 This is how a student may see your job posting.

Sales Operations

Position Type	Number of Openings	Desired Class Level(s)
Full Time	1	Other

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Position Overview

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Qualifications

- 0-2 years of relevant work experience in data entry, systems input, or other operational role
- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Sales-Operations_Req8908

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:
Oct 27, 2017

Applications Accepted Until:
Dec 22, 2017

If no application instructions appear, make sure that you have a resume in the system. Once you do,

 Your password is weak. Please [update your password](#) now. [Learn more about password strength](#).

 This is how a student may see your job posting.

Sales Operations

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Position Overview

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Qualifications

- 0-2 years of relevant work experience in data entry, systems input, or other operational role

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Sales-Operations_Req8908

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Important Dates

Posted On:

Oct 27, 2017

Applications

Accepted Until:

Nov 25, 2017

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Associate Digital Content Producer

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Associate Digital Content Producer

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Associate Digital Content Producer

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	1
20	Indeed.com - Not Directly Contacted by SEU	N	1
21	Internal Posting	N	2
22	Internal Transfer/Promotion	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Associate Digital Content Producer

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
25	LinkedIn / Word of Mouth	N	1
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Associate Digital Content Producer

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
33	Unknown (source not adequately identified upon inquiry by SEU)	N	1
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			7

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Associate Digital Content Producer

Position: Associate Digital Content Producer

Hire Date: March 12, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Overview:

Working under the direction of the Digital Programming Director, the Associate Digital Content Producer is responsible for creating editorial and social media content for iHeartMedia Los Angeles websites and related digital/social platforms. This position will be a part of the overall digital content team with an emphasis on news, music and lifestyle content. The Associate Digital Content Producer will help manage the regular flow of timely, new content on station websites, engage our audience on major social media platforms, drive traffic to our streaming channels and otherwise assist in growing stations' online presence. The position is based in Burbank, CA.

Responsibilities:

- Produces digital content that supports and enhances station initiatives, such as breaking and trending news articles, blogs, contests, photo galleries, videos and podcasts.
- Executes measurable demand generation campaigns that drive traffic to iHeartMedia's websites and iHeartRadio stream.
- Collaborates with Digital Lead, Sr. Digital Content Producer, Programming, and Promotions.
- Manages the various official social media accounts for assigned stations. This includes posting on behalf of the station as well as monitoring the social space in general and identifying new opportunities.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV5, KY5R

Fax and E-mail verification summary report for Associate Digital Content Producer

- Brings an array of original ideas and concepts in order to help create new content that promotes listener participation, builds online audience and supports digital business goals
- Assist with video shoots, including station sponsored events, on-location interviews and other behind-the-scenes digital content as opportunities arise

Qualifications:

- Excellent oral and written communication skills; proven writing, editing, proofreading and copywriting skills covering news, lifestyle and entertainment.
- Proficient in digital content creation for websites, newsletters, social media, blogs, podcasts and video.
- Proficient in Microsoft Office suite, Adobe Photoshop, video editing software, analytics tools and social networking platforms, including but not limited to Facebook, Instagram, and Twitter.
- Ability to learn and utilize content management systems and follow best practices quickly.
- Excellent project management skills; strong attention to detail, and high work standards
- Ability to work independently and collaboratively in a team with a positive attitude
- Expertise on trending news, pop culture and entertainment.
- Fluid weekly work schedule, occasional evenings and weekends required.

Work Experience

- 1-3 years of relevant work experience in digital media, online content creation and/or journalism.
- News and/or entertainment media experience preferred.

Education

- Bachelor's degree preferably in journalism, digital media, or communications.

Please submit a digital portfolio with relevant links to articles, social media campaigns, graphic design and/or video projects candidate has worked on.

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Associate Digital Content Producer

status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Associate-Digital-Content-Producer_Req9199

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyoko Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Associate Digital Content Producer

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 11/30/2017 10:51:50 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 11/30/2017 10:51:46 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 11/30/2017 10:51:45 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 11/30/2017 10:51:47 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 11/30/2017 10:51:44 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 11/30/2017 10:51:43 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 11/30/2017 10:51:48 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 11/30/2017 10:51:42 PM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 11/30/2017 10:51:49 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 11/30/2017 10:51:45 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 11/30/2017 10:51:47 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 11/30/2017 10:51:43 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 11/30/2017 10:51:49 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 11/30/2017 10:51:48 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 11/30/2017 10:51:46 PM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for Associate Digital Content Producer

RS Number	Recruiting Source	Date and Time
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 11/30/2017 10:51:42 PM

[Return to your list of jobs](#) [Print Job Order](#)

Job Summary

Job #: Req9199

Associate Digital Content Producer

Burbank, CA - 91505

Posted 12/1/2017 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Computer and Mathematical Occupations

Job Requirements

BD

Job Description

Job Summary: Overview: Working under the direction of the Digital Programming Director, the Associate Digital Content Producer is responsible for creating editorial and social media content for iHeartMedia Los Angeles websites and related digital/social platforms. This position will be a part of the overall digital content team with an emphasis on news, music and lifestyle content. The Associate Digital Content Producer will help manage the regular flow of timely, new content on station websites, engage our audience on major social media platforms, drive traffic to our streaming channels and otherwise assist in growing stations' online presence. The position is based in Burbank, CA. Responsibilities:

- Produces digital content that supports and enhances station initiatives, such as breaking and trending news articles, blogs, contests, photo galleries, videos and podcasts.
- Executes measurable demand generation campaigns that drive traffic to iHeartMedia's websites and iHeartRadio stream.
- Collaborates with Digital Lead, Sr. Digital Content Producer, Programming, and Promotions.
- Manages the various official social media accounts for assigned stations. This includes posting on behalf of the station as well as monitoring the social space in general and identifying new opportunities.
- Brings an array of original ideas and concepts in order to help create new content that promotes listener participation, builds online audience and supports digital business goals
- Assist with video shoots, including station sponsored events, on-location interviews and other behind-the-scenes digital content as opportunities arise

Additional Information

Qualifications:

- Excellent oral and written communication skills; proven writing, editing, proofreading and copywriting skills covering news, lifestyle and entertainment.
- Proficient in digital content creation for websites, newsletters, social media, blogs, podcasts and video.
- Proficient in Microsoft Office suite, Adobe Photoshop, video editing software, analytics tools and social networking platforms, including but not limited to Facebook, Instagram, and Twitter.
- Ability to learn and utilize content management systems and follow best practices quickly.
- Excellent project management skills; strong attention to detail, and high work standards
- Ability to work independently and collaboratively in a team with a positive attitude
- Expertise on trending news, pop culture and entertainment.
- Fluid weekly work schedule, occasional evenings and weekends required.

Work Experience • 1-3 years of relevant work experience in digital media, online content creation and/or journalism. • News and/or entertainment media experience preferred. **Education** • Bachelor's degree preferably in journalism, digital media, or communications. Please submit a digital portfolio with relevant links to articles, social media campaigns, graphic design and/or video projects candidate has worked on. **Location** Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 **Position Type** Regular The Company is an equal opportunity employer and will not tolerate discrimin

 This is how a student may see your job posting.

Associate Digital Content Producer

Position Type	Number of Openings
Full Time	1

Description

Working under the direction of the Digital Programming Director, the Associate Digital Content Producer is responsible for creating editorial and social media content for iHeartMedia Los Angeles websites and related digital/social platforms. This position will be a part of the overall digital content team with an emphasis on news, music and lifestyle content. The Associate Digital Content Producer will help manage the regular flow of timely, new content on station websites, engage our audience on major social media platforms, drive traffic to our streaming channels and otherwise assist in growing stations' online presence. The position is based in Burbank, CA.

Responsibilities:

- Produces digital content that supports and enhances station initiatives, such as breaking and trending news articles, blogs, contests, photo galleries, videos and podcasts.
- Executes measurable demand generation campaigns that drive traffic to iHeartMedia's websites and iHeartRadio stream.
- Collaborates with Digital Lead, Sr. Digital Content Producer, Programming, and Promotions.
- Manages the various official social media accounts for assigned stations. This includes posting on behalf of the station as well as monitoring the social space in general and identifying new opportunities.
- Brings an array of original ideas and concepts in order to help

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Associate-Digital-Content-Producer_Req9199

Other Requirements:
Please submit a digital portfolio with relevant links to articles, social media campaigns, graphic design and/or video projects candidate has worked on.

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

 Your password is weak. Please [update your password](#) now. [Learn more about password strength](#).

 This is how a student may see your job posting.

Associate Digital Content Producer

Position Type: Full Time Experienced
Desired Class Level(s): Alumni

Work Authorization: No, will not require employment visa sponsorship

Description
Working under the direction of the Digital Programming Director, the Associate Digital Content Producer is responsible for creating editorial and social media content for iHeartMedia Los Angeles websites and related digital/social platforms. This position will be a part of the overall digital content team with an emphasis on news, music and lifestyle content. The Associate Digital Content Producer will help manage the regular flow of timely, new content on station websites, engage our audience on major social media platforms, drive traffic to our streaming channels and otherwise assist in growing stations' online presence. The position is based in Burbank, CA.

Responsibilities:

- Produces digital content that supports and enhances station initiatives, such as breaking and trending news articles, blogs, contests, photo galleries, videos and podcasts.
- Executes measurable demand generation campaigns that drive traffic to iHeartMedia's websites and iHeartRadio stream.
- Collaborates with Digital Lead, Sr. Digital Content Producer,

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Associate-Digital-Content-Producer_Req9199

Other Requirements:
Please submit a digital portfolio with relevant links to articles, social media campaigns, graphic design and/or video projects candidate has worked on.

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

KFI News General Assignment Reporter

Recruitment source referring hiree: Unknown (source not adequately identified upon inquiry by SEU)

Date of hire: 1/22/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	All Access 28955 Pacific Coast Hwy Suite 210 Malibu, California 90265 Phone : (310) 457-6616 Url : www.allaccess.com N/A N/A Manual Posting	N	0
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

KFI News General Assignment Reporter

Recruitment source referring hiree: Unknown (source not adequately identified upon inquiry by SEU)

Date of hire: 1/22/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR

Vacancy Data Form

KFI News General Assignment Reporter

Recruitment source referring hiree: Unknown (source not adequately identified upon inquiry by SEU)

Date of hire: 1/22/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

KFI News General Assignment Reporter

Recruitment source referring hiree: Unknown (source not adequately identified upon inquiry by SEU)

Date of hire: 1/22/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
25	LinkedIn / Word of Mouth	N	1
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

KFI News General Assignment Reporter

Recruitment source referring hiree: Unknown (source not adequately identified upon inquiry by SEU)

Date of hire: 1/22/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
30	SCBA (So Cal Broadcasters Assn) 1849 Sawtelle Blvd. Ste 543 Los Angeles, California 90025 Phone : 323-930-5599 Url : www.scba.com Liz Fancher Manual Posting	N	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
33	Unknown (source not adequately identified upon inquiry by SEU)	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

KFI News General Assignment Reporter

Recruitment source referring hiree: Unknown (source not adequately identified upon inquiry by SEU)

Date of hire: 1/22/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			3

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for KFI News General Assignment Reporter

Position: KFI News General Assignment Reporter

Hire Date: January 22, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Prepares and broadcasts news coverage.

Responsibilities

- Gathers and verifies factual information through interviews, observation and research.
- Monitors sources for breaking news, e.g., wires and social media.
- Plans, writes, edits, and voices news broadcasts.
- Finalizes content using digital audio editing software.
- Maintains crucial deadlines in order to provide news stories in a timely fashion.
- Repackages content from producers and field reporters for newscasts.
- Identifies technical equipment and resource requirements for recording interviews and other audio material.
- May produce features and interviews as assigned.
- May specialize in a particular field of news broadcasting (e.g. political, traffic, finance or military).

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Fax and E-mail verification summary report for KFI News General Assignment Reporter

- May prepare written content, visual images, audio material and video footage for websites, blogs or other social-media platforms.

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Knowledgeable and up-to-date with local and national trends and/or specialized knowledge of subjects/events related to on-air topics
- Pleasant, charismatic and well-controlled voice; excellent pronunciation
- Well-rounded communication skills for conducting interviews
- Ability to work both independently and collaboratively in a team environment
- Excellent writing and editing skills; proficient in grammar
- Strong attention to detail
- Proficient in media production and broadcast systems
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- May require other language proficiency, e.g., Spanish

Work Experience

- 3+ years' experience in on-air journalism in smaller market or college station

Education

- 4-year college degree, preferably in Broadcast Journalism or Communications

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for KFI News General Assignment Reporter

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/KFI-News-General-Assignment-Reporter_Req9677

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for KFI News General Assignment Reporter

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 12/18/2017 5:04:29 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 12/18/2017 5:04:24 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 12/18/2017 5:04:21 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 12/18/2017 5:04:25 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 12/18/2017 5:04:20 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 12/18/2017 5:04:18 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 12/18/2017 5:04:26 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 12/18/2017 5:04:17 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 12/19/2017 12:43:45 AM
17	Homeboy Industries E-mail: aholmes@homeboyindustries.org	Sent: 12/18/2017 5:04:28 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 12/18/2017 5:04:20 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 12/18/2017 5:04:24 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 12/18/2017 5:04:18 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 12/18/2017 5:04:27 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 12/18/2017 5:04:26 PM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for KFI News General Assignment Reporter

RS Number	Recruiting Source	Date and Time
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 12/18/2017 5:04:23 PM
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 12/18/2017 5:04:16 PM

 This is how a student may see your job posting.

KFI News General Assignment Reporter

Position Type Number of Openings

Full Time 1

Description

Job Summary:

Prepares and broadcasts news coverage.

Responsibilities

- Gathers and verifies factual information through interviews, observation and research.
- Monitors sources for breaking news, e.g., wires and social media.
- Plans, writes, edits, and voices news broadcasts.
- Finalizes content using digital audio editing software.
- Maintains crucial deadlines in order to provide news stories in a timely fashion.
- Repackages content from producers and field reporters for newscasts.
- Identifies technical equipment and resource requirements for recording interviews and other audio material.
- May produce features and interviews as assigned.
- May specialize in a particular field of news broadcasting (e.g. political, traffic, finance or military).
- May prepare written content, visual images, audio material and video footage for websites, blogs or other social-media platforms.

Qualifications

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/KFI-News-General-Assignment-Reporter_Req9677

Important Dates

Posted On:

Dec 18, 2017

Application Deadline

2018-02-16

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

KFI News General Assignment Reporter

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Prepares and broadcasts news coverage.

Responsibilities

- Gathers and verifies factual information through interviews, observation and research.
- Monitors sources for breaking news, e.g., wires and social media.
- Plans, writes, edits, and voices news broadcasts.
- Finalizes content using digital audio editing software.
- Maintains crucial deadlines in order to provide news stories in a timely fashion.
- Repackages content from producers and field reporters for newscasts.
- Identifies technical equipment and resource requirements for recording interviews and other audio material.
- May produce features and interviews as assigned.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/KFI-News-General-Assignment-Reporter_Req9677

Important Dates

Posted On:

Dec 18, 2017

Application Deadline

2018-01-17

Accessibility : Scripting : [\[Disable AJAX and DHMTL\]](#) [\[Disable javascript alerts\]](#) [\[Remove all scripting\]](#) Text Size : [A](#) [A](#) [A](#)

[Home](#) [States](#) [Cities](#) [Companies](#)



Select Language | ▼



➔ The National Labor Exchange has moved to USNLX.com

Me

State Job Bank Reporting

Report Date / Time: 5/15/2019 4:49 PM EDT

Job Data

Date Acquired: 12/19/2017
Internal ID: 104166497
Company: iHeartMedia
Title: KFI News General Assignment Reporter
City: Burbank
State: CA
Company Job ID: Req9677
O*Net: 27-3022.00
Original URL: https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/KFI-News-General-Assign

Delivery Data

Original Delivery Date: 12/19/2017
Delivery State: CA
Job Bank Status: *Job Accepted*
Job Bank ID: 794079378
Job Bank URL: <https://www.caljobs.ca.gov/altentry.asp?action=JOBS&whereto=DETAILS&ordernum=104166497&src=NLX>
Receipt Date: 12/20/2017
Receipt Transaction ID: 5BBAF5A8-06E0-46C9-B4EA-A5948A944D60

Job Description Data

Job Description: Current employees and contingent workers click here at <https://wd5.myworkday.com/iheartmedia/d/task/300> and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Prepares and broadcasts news coverage.

Responsibilities

â€¢ Gathers and verifies factual information through interviews, observation and research.

â€¢ Monitors sources for breaking news, e.g., wires and social media.

â€¢ Plans, writes, edits, and voices news broadcasts.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Coordinator

**Recruitment source referring hiree: Employee Referral
Date of hire: 1/18/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 1/18/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 1/18/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 1/18/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Account Coordinator

Recruitment source referring hiree: Employee Referral

Date of hire: 1/18/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Coordinator**

Position: Account Coordinator

Hire Date: January 18, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for Account Coordinator

to detail; meets deadlines

- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to “move up”

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Account Coordinator

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Account-Coordinator_Req9966

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by BroadcastSource. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV5, KYSR
Fax and E-mail verification summary report for Account Coordinator

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 1/9/2018 6:27:00 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 1/9/2018 6:26:58 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 1/9/2018 6:26:56 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 1/9/2018 6:26:58 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 1/9/2018 6:26:56 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 1/9/2018 6:26:55 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 1/9/2018 6:26:59 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 1/9/2018 6:26:55 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 1/9/2018 6:26:59 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 1/9/2018 6:26:56 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 1/9/2018 6:26:58 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 1/9/2018 6:26:55 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 1/9/2018 6:26:59 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 1/9/2018 6:26:58 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 1/9/2018 6:26:57 PM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Coordinator

RS Number	Recruiting Source	Date and Time
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 1/9/2018 6:26:54 PM

1/10/2018

CalJOBS - Job Details

Return to your [list of jobs](#)

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Job Summary

Job #: Req9966

Account Coordinator

Burbank, CA - 91505

Posted 1/10/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Managers, All Other

Job Requirements

BD

Job Description

Job Summary: Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team. Responsibilities • Provides administrative and/or process support for contract administration, customer service, and order history. • Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps. • Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc. • Responds to client requests, e.g., spot times. • Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Additional Information

Qualifications • Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines • Adapts to shifts in priorities and urgencies • Proficient in Microsoft Office Suite; familiar with Viero and Radio Fusion or demonstrates ability to learn new systems quickly • Assumes responsibility & accountability for assignments and tasks • Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar • Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities • Demonstrates competitive spirit; shows desire to "move up" Work Experience • 1-3 years' experience in radio role Education • 4-year college degree Certifications • None required Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. Current employees and contingent workers click here to a

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[Email](#)

 This is how a student may see your job posting.

Account Coordinator

Position Type	Number of Openings
Full Time	1

Description

Job Summary: Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities:

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps. • Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
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Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
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- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities

How To Apply

Please visit the iHeartMedia Careers website to apply or this job:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Account-Coordinator_Req9966

Important Dates

Posted On:

Jan 10, 2018

Application Deadline

Feb 09, 2018

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

i Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

i This is how a student may see your job posting.

Account Coordinator

Position Type

Desired Class Level(s)

Full Time Experienced

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary: Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities:

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps. • Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
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https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Account-Coordinator_Req9966

Important Dates

Posted On:

Jan 10, 2018

Application Deadline

Feb 09, 2018

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Manager, Facility & Office Services in Los Angeles

Recruitment source referring hiree: Indeed.com - Not Directly Contacted by SEU

Date of hire: 2/20/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Manager, Facility & Office Services in Los Angeles

Recruitment source referring hiree: Indeed.com - Not Directly Contacted by SEU

Date of hire: 2/20/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Manager, Facility & Office Services in Los Angeles

Recruitment source referring hiree: Indeed.com - Not Directly Contacted by SEU

Date of hire: 2/20/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
20	Indeed.com - Not Directly Contacted by SEU	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Manager, Facility & Office Services in Los Angeles

Recruitment source referring hiree: Indeed.com - Not Directly Contacted by SEU

Date of hire: 2/20/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR**Vacancy Data Form****Manager, Facility & Office Services in Los Angeles**

Recruitment source referring hiree: Indeed.com - Not Directly Contacted by SEU

Date of hire: 2/20/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
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34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Manager, Facility & Office Services in
Los Angeles**

Position: Manager, Facility & Office Services in Los Angeles

Hire Date: February 20, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Reporting directly to the Director of IT and Office Services at iHeartMedia, the Manager of Facility/Office Services is responsible for all facility related activities for the Los Angeles market as-well-as all iHeart Theatre Los Angeles. This includes, but is not limited to building issues, vendor management, office design, space planning, furniture and office equipment. The Manager will also assist in management of all staff events in the LA office and iHeart Theatre. Position is the first point of contact with our staff for office services related issues.

Responsibilities:

- Oversee office administration to ensure all employee needs are met regarding office supplies, maintenance, coffee service, etc.
- Responsible for management of team including Office Manager
- Manage all vendor relations (building, cleaning, supplies, etc.)
- Purchase and/or oversee office supplies, office furniture, cleaning supplies, kitchen supplies, and office machines (copiers, mail machines, etc.). Negotiate maintenance contracts and agreements, and contact vendors for service or repair. Maintain current catalogs and pricing information.
- Develop, analyze and maintain departmental budgets and operate within budget constraints. Review and approve company overhead account invoices including all office services and building maintenance expenses.
- Ensure that all spaces are kept clean and safe on a daily basis; general upkeep and maintenance of all

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for Manager, Facility & Office Services in
Los Angeles

- areas, furniture and fixtures
- Ensure proactive safe working environment –OSHA compliant and oversee crisis management for all offices
 - Assist in management of office renovations and troubleshoot issues with contractors and vendors
 - Develop strategic plan and departmental goals for Office Services to maximize workflow and meet the needs of other departments in the organization. Ensure systems are fully utilized and compatible with organizational design and objectives.
 - Coordinate/communicate with IT where applicable on all issues/projects
 - Maintain regular communications with business leads at LA office and national regional offices to understand and proactively address their needs
 - Liaise with building/property management for LA and Theatre as needed
 - Must be hands-on and capable adjusting quickly to various issues that might arise within the facility
 - Manage and distribute facilities-related communications to staff as needed
 - Manage office/kitchen supplies across the facility
 - Maintain updated/accurate seating charts, occupancy reports, and certificates of insurance
 - Ad-hoc requests as related to the office and facility

Knowledge/Skills/Experience Required :

- 5+ years' experience within office services/facility management at a mid-sized company
- Strong and effective interpersonal skills, and relationship building skills
- Highly organized, multi-tasked. Deadline oriented, can work well under pressure
- Demonstrated patience and level-headedness in crisis situations
- Strong project and people management skills
- Effective listener

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Manager, Facility & Office Services in
Los Angeles

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Manager--Facility---Office-Services-in-Los-Angeles_Req9887

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for Manager, Facility & Office Services in
Los Angeles**

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 1/9/2018 6:32:43 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 1/9/2018 6:32:41 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 1/9/2018 6:32:39 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 1/9/2018 6:32:41 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 1/9/2018 6:32:39 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 1/9/2018 6:32:38 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 1/9/2018 6:32:42 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 1/9/2018 6:32:37 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 1/9/2018 6:32:42 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 1/9/2018 6:32:39 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 1/9/2018 6:32:41 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 1/9/2018 6:32:38 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 1/9/2018 6:32:42 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 1/9/2018 6:32:41 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 1/9/2018 6:32:40 PM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Manager, Facility & Office Services in
Los Angeles

RS Number	Recruiting Source	Date and Time
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 1/9/2018 6:32:37 PM

[Return to your list of jobs](#) [Print Job Order](#)**Job Summary**

Job #: Req9887

Manager, Facility & Office Services in Los Angeles

Burbank, CA - 91505

Posted 1/10/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Management Occupations

Job Description

Job Summary: Reporting directly to the Director of IT and Office Services at iHeartMedia, the Manager of Facility/Office Services is responsible for all facility related activities for the Los Angeles market as-well-as all iHeart Theatre Los Angeles. This includes, but is not limited to building issues, vendor management, office design, space planning, furniture and office equipment. The Manager will also assist in management of all staff events in the LA office and iHeart Theatre. Position is the first point of contact with our staff for office services related issues. Responsibilities: * Oversee office administration to ensure all employee needs are met regarding office supplies, maintenance, coffee service, etc. * Responsible for management of team including Office Manager * Manage all vendor relations (building, cleaning, supplies, etc.) * Purchase and/or oversee office supplies, office furniture, cleaning supplies, kitchen supplies, and office machines (copiers, mail machines, etc.). Negotiate maintenance contracts and agreements, and contact vendors for service or repair. Maintain current catalogs and pricing information. * Develop, analyze and maintain departmental budgets and operate within budget constraints. Review and approve company overhead account invoices including all office services and building maintenance expenses. * Ensure that all spaces are kept clean and safe on a daily basis; general upkeep and maintenance of all areas, furniture and fixtures * Ensure proactive safe working environment –OSHA compliant and oversee crisis management for all offices * Assist in management of office renovations and troubleshoot issues with contractors and vendors * Develop strategic plan and departmental goals for Office Services to maximize workflow and meet the needs of other departments in the organization. Ensure systems are fully utilized and compatible with organizational design and objectives. * Coordinate/communicate with IT where applicable on all issues/projects * Maintain regular communications with business leads at LA office and national regional offices to understand and proactively address their needs * Liaise with building/property management for LA and Theatre as needed * Must be hands-on and capable adjusting quickly to various issues that might arise within the facility * Manage and distribute facilities-related communications to staff as needed * Manage office/kitchen supplies across the facility * Maintain updated/accurate seating charts, occupancy reports, and certificates of insurance * Ad-hoc requests as related to the office and facility

Knowledge/Skills/Experience Required : * 5+ years' experience within office services/facility management at a mid-sized company * Strong and effective interpersonal skills, and relationship building skills * Highly organized, multi-tasked. Deadline oriented, can work well under pressure * Demonstrated patience and level-headedness in crisis situations * Strong project and people management skills * Effective listener

Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organizatio

Share this Job[Myspace Share](#)[Facebook Share](#)[Tweet This](#)[Email](#)[+ Show Additional Job Information](#)

 This is how a student may see your job posting.

Manager, Facility & Office Services

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Reporting directly to the Director of IT and Office Services at iHeartMedia, the Manager of Facility/Office Services is responsible for all facility related activities for the Los Angeles market as-well-as all iHeart Theatre Los Angeles. This includes, but is not limited to building issues, vendor management, office design, space planning, furniture and office equipment. The Manager will also assist in management of all staff events in the LA office and iHeart Theatre. Position is the first point of contact with our staff for office services related issues.

Responsibilities:

Oversee office administration to ensure all employee needs are met regarding office supplies, maintenance, coffee service, etc.

Responsible for management of team including Office Manager
Manage all vendor relations (building, cleaning, supplies, etc.)

Purchase and/or oversee office supplies, office furniture, cleaning supplies, kitchen supplies, and office machines (copiers, mail machines, etc.). Negotiate maintenance contracts and agreements, and contact vendors for service or repair. Maintain current catalogs and pricing information.

Develop, analyze and maintain departmental budgets and operate within budget constraints. Review and approve company overhead account invoices including all office services and building maintenance expenses.

Ensure that all spaces are kept clean and safe on a daily basis; general upkeep and maintenance of all areas, furniture and fixtures
Ensure proactive safe working environment –OSHA compliant and oversee crisis management for all offices

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Manager-Facility-Office-Services-in-Los-Angeles_Req9887

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:

Jan 10, 2018

Application Deadline

Apr 06, 2018

 Your password is weak. Please [update your password now](#). [Learn more about password strength](#).

 This is how a student may see your job posting.

Manager, Facility and Office Services

Position Type Desired Class Level(s)

Full Time Experienced Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Reporting directly to the Director of IT and Office Services at iHeartMedia, the Manager of Facility/Office Services is responsible for all facility related activities for the Los Angeles market as-well-as all iHeart Theatre Los Angeles. This includes, but is not limited to building issues, vendor management, office design, space planning, furniture and office equipment. The Manager will also assist in management of all staff events in the LA office and iHeart Theatre. Position is the first point of contact with our staff for office services related issues.

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How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Manager-Facility-Office-Services-in-Los-Angeles_Req9887

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:
Jan 10, 2018

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Account Executive

**Recruitment source referring hiree: Employee Referral
 Date of hire: 3/5/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/5/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/5/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/5/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/5/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

Position: Account Executive

Hire Date: March 5, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV5, KY5R
Fax and E-mail verification summary report for Account Executive

- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.
- Generates revenue and meets/exceeds established sales targets.
- Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Adept at prospecting and using effective consultative selling principles and practices
- Strong client service relationship-building skills
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- Negotiation and closing proficiency
- Persuasive communication skills: verbal, written and presentation
- Independent; self-motivated; competitive; assertive
- Strong problem-solving and analytical skills
- Understanding of market dynamics including demographics
- Stress tolerance especially with tight deadlines and financial pressures
- Flexibility and creativity
- Professional appearance
- Strong interpersonal skills

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Account Executive

Work Experience

- 2+ years in media/advertising sales is preferred, but not required
- SalesForce experience is a plus

Education

- High school diploma, college degree preferred

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Account Executive**

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Account-Executive_Req9830

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyoknight at kiyoknight@iheartmedia.com

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Account Executive**

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 1/22/2018 9:17:29 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 1/22/2018 9:17:26 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 1/22/2018 9:17:25 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 1/22/2018 9:17:27 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 1/22/2018 9:17:24 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 1/22/2018 9:17:23 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 1/22/2018 9:17:27 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 1/22/2018 9:17:23 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 1/22/2018 9:17:28 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 1/22/2018 9:17:25 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 1/22/2018 9:17:27 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 1/22/2018 9:17:24 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 1/22/2018 9:17:28 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 1/22/2018 9:17:27 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 1/22/2018 9:17:26 PM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Account Executive

RS Number	Recruiting Source	Date and Time
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 1/22/2018 9:17:23 PM

California Job Order Print Document

Job Order: **15797996**
Office: **00300 Glendale (WSB)**

Print Date: **1/22/2018 8:53:38 PM**
LWIA/Region: **Verdugo Workforce Investment Board,
Community Deve**

Employer Information:

Employer Name: **Clear Channel Media Entertainment**

How to Apply: **Provide a CalJOBS Resumé Online (recommended)**

Company Website: **https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Oliv**

Application Comments:

Location:

Main Address:

iHeartMedia
3400 W Olive Avenue, Suite 550

Burbank, CA 91505-5544

Mailing Address:

3400 W OLIVE AVE STE 550

BURBANK, CA 91505-5544

Contact:

Contact: **Kiyo Knight**

Phone: **(818) 566-6488 x** Fax:

Title: **Office Manager**

Email: **kiyoknight@iheartmedia.com**

Job Details:

Occupational Code: **41301100 Advertising Sales Agents**

Job Title: **Account Executive**

Industry Code: **51511 - Radio Broadcasting**

Number of Positions: **1**

Earliest Date to Display: **1/22/2018**

Type of Job: **Regular**

Duration: **Over 150 Days**

Referrals: **25**

Last Date Job Order Will Display: **3/23/2018**

Job Time Type: **Full Time (30 Hours or More)**

Special Job Category:

Job Duties and Skills:

Description:

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities:

- * Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- * Services and grows relationships in existing base of clients.
- * Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- * Delivers effective sales presentations.
- * Steers clients based on market, platform and station information.
- * Maintains client communication and ensures client satisfaction.
- * Monitors competition to continually find new account leads.

 This is how a student may see your job posting.

Account Executive

Position Type Number of Openings

Full Time 1

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; **closes business; meets set sales target.**

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Account-Executive_Req9830

Important Dates

Posted On:

Jan 22, 2018

Application Deadline

Apr 20, 2018

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

 Your password is weak. Please [update your password now](#). [Learn more about password strength](#).

 This is how a student may see your job posting.

Account Executive

Position Type

Desired Class Level(s)

Full Time Experienced

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Account-Executive_Req9830

Important Dates

Posted On:

Jan 22, 2018

Application Deadline

Feb 21, 2018

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

AM Account Executive

**Recruitment source referring hiree: Employee Referral
Date of hire: 2/26/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

AM Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 2/26/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

AM Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 2/26/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

AM Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 2/26/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

AM Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 2/26/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for AM Account Executive

Position: AM Account Executive

Hire Date: February 26, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for AM Account Executive

- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.
- Generates revenue and meets/exceeds established sales targets.
- Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Adept at prospecting and using effective consultative selling principles and practices
- Strong client service relationship-building skills
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- Negotiation and closing proficiency
- Persuasive communication skills: verbal, written and presentation
- Independent; self-motivated; competitive; assertive
- Strong problem-solving and analytical skills
- Understanding of market dynamics including demographics
- Stress tolerance especially with tight deadlines and financial pressures
- Flexibility and creativity
- Professional appearance
- Strong interpersonal skills

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for AM Account Executive

Work Experience

- 2+ years in media/advertising sales is preferred, but not required
- SalesForce experience is a plus

Education

- High school diploma, college degree preferred

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for AM Account Executive

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/AM-Account-Executive_Req10096

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyoko Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for AM Account Executive

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 1/23/2018 10:18:39 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 1/23/2018 10:18:37 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 1/23/2018 10:18:36 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 1/23/2018 10:18:37 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 1/23/2018 10:18:35 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 1/23/2018 10:18:34 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 1/23/2018 10:18:38 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 1/23/2018 10:18:34 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 1/23/2018 10:18:38 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 1/23/2018 10:18:36 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 1/23/2018 10:18:37 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 1/23/2018 10:18:34 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 1/23/2018 10:18:38 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 1/23/2018 10:18:38 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 1/23/2018 10:18:37 PM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for AM Account Executive

RS Number	Recruiting Source	Date and Time
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 1/23/2018 10:18:33 PM

[Return to your list of jobs](#) [Print Job Order](#)**Job Summary**

Job #: Req10095

AM Account Executive

Burbank, CA - 91505

Posted 1/23/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation:

Job Requirements

HS

Job Description

Job Summary: Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target. Responsibilities • Identifies and solicits new business; builds and maintains a full pipeline of sales prospects. • Services and grows relationships in existing base of clients. • Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities. • Delivers effective sales presentations. • Steers clients based on market, platform and station information. • Maintains client communication and ensures client satisfaction. • Monitors competition to continually find new account leads. • Negotiates rates based on iHeartMedia's budgets. • Works collaboratively with internal partners to drive revenue. • Ensures prompt payments. • Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis. • Creates effective marketing campaigns in cooperation with iHeartMedia resources. • Generates revenue and meets/exceeds established sales targets. • Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Additional Information

Qualifications • Proficient in Microsoft Office suite and social networking platforms • Adept at prospecting and using effective consultative selling principles and practices • Strong client service relationship-building skills • Ability to plan and organize, set priorities and multi task in a fast-paced environment • Negotiation and closing proficiency • Persuasive communication skills: verbal, written and presentation • Independent; self-motivated; competitive; assertive • Strong problem-solving and analytical skills • Understanding of market dynamics including demographics • Stress tolerance especially with tight deadlines and financial pressures • Flexibility and creativity • Professional appearance • Strong interpersonal skills
Work Experience • 2+ years in media/advertising sales is preferred, but not required • Salesforce experience is a plus
Education • High school diploma, college degree preferred
Certifications • None required
Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505
Position Type Regular
 The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. [Click here to learn about E-Verify.](#) C

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 This is how a student may see your job posting.

AM Account Executive

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
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- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/AM-Account-Executive_Req10095

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:
Jan 23, 2018

Application Deadline
Mar 23, 2018

i Your password is weak. Please [update your password now](#). [Learn more about password strength](#).

i This is how a student may see your job posting.

AM Account Executive

Position Type

Desired Class Level(s)

Full Time Experienced

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
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Important Dates

Posted On:

Jan 23, 2018

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

AM Account Executive

**Recruitment source referring hiree: Employee Referral
Date of hire: 2/1/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

AM Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 2/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

AM Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 2/1/2018

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15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

AM Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 2/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

AM Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 2/1/2018

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32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for AM Account Executive**

Position: AM Account Executive

Hire Date: February 1, 2018

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

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- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for AM Account Executive

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- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.
- Generates revenue and meets/exceeds established sales targets.
- Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Adept at prospecting and using effective consultative selling principles and practices
- Strong client service relationship-building skills
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- Negotiation and closing proficiency
- Persuasive communication skills: verbal, written and presentation
- Independent; self-motivated; competitive; assertive
- Strong problem-solving and analytical skills
- Understanding of market dynamics including demographics
- Stress tolerance especially with tight deadlines and financial pressures
- Flexibility and creativity
- Professional appearance
- Strong interpersonal skills

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for AM Account Executive

Work Experience

- 2+ years in media/advertising sales is preferred, but not required
- Salesforce experience is a plus

Education

- High school diploma, college degree preferred

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for AM Account Executive**

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/AM-Account-Executive_Req10095

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyoko Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for AM Account Executive

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 1/23/2018 10:15:28 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 1/23/2018 10:15:25 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 1/23/2018 10:15:24 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 1/23/2018 10:15:26 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 1/23/2018 10:15:24 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 1/23/2018 10:15:23 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 1/23/2018 10:15:27 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 1/23/2018 10:15:22 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 1/23/2018 10:15:27 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 1/23/2018 10:15:24 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 1/23/2018 10:15:26 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 1/23/2018 10:15:23 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 1/23/2018 10:15:27 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 1/23/2018 10:15:26 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 1/23/2018 10:15:25 PM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for AM Account Executive

RS Number	Recruiting Source	Date and Time
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 1/23/2018 10:15:22 PM

[Return to your list of jobs](#) [Print Job Order](#)

Job Summary

Job #: Req10096

AM Account Executive

Burbank, CA - 91505

Posted 1/23/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation:

Job Requirements

HS

Job Description

Job Summary: Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target. Responsibilities • Identifies and solicits new business; builds and maintains a full pipeline of sales prospects. • Services and grows relationships in existing base of clients. • Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities. • Delivers effective sales presentations. • Steers clients based on market, platform and station information. • Maintains client communication and ensures client satisfaction. • Monitors competition to continually find new account leads. • Negotiates rates based on iHeartMedia's budgets. • Works collaboratively with internal partners to drive revenue. • Ensures prompt payments. • Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis. • Creates effective marketing campaigns in cooperation with iHeartMedia resources. • Generates revenue and meets/exceeds established sales targets. • Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Additional Information

Qualifications • Proficient in Microsoft Office suite and social networking platforms • Adept at prospecting and using effective consultative selling principles and practices • Strong client service relationship-building skills • Ability to plan and organize, set priorities and multi task in a fast-paced environment • Negotiation and closing proficiency • Persuasive communication skills: verbal, written and presentation • Independent; self-motivated; competitive; assertive • Strong problem-solving and analytical skills • Understanding of market dynamics including demographics • Stress tolerance especially with tight deadlines and financial pressures • Flexibility and creativity • Professional appearance • Strong interpersonal skills
Work Experience • 2+ years in media/advertising sales is preferred, but not required • Salesforce experience is a plus
Education • High school diploma, college degree preferred
Certifications • None required
Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505
Position Type Regular
The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. [Click here to learn about E-Verify.](#) C

Share this Job

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 This is how a student may see your job posting.

AM Account Executive

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/AM-Account-Executive_Req10096

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Important Dates

Posted On:
Jan 23, 2018

Application Deadline
Mar 23, 2018

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

AM Account Executive

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
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- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/AM-Account-Executive_Req10096

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Important Dates

Posted On:

Jan 23, 2018

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVV, KYSR

Vacancy Data Form

Operations Manager

**Recruitment source referring hiree: Internal Transfer/Promotion
 Date of hire: 3/1/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	All Access 28955 Pacific Coast Hwy Suite 210 Malibu, California 90265 Phone : (310) 457-6616 Url : www.allaccess.com N/A N/A Manual Posting	N	2
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Operations Manager

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 3/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Operations Manager

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 3/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
21	Internal Posting	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Operations Manager

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 3/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
22	Internal Transfer/Promotion	N	1
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
25	LinkedIn / Word of Mouth	N	1
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR

Vacancy Data Form

Operations Manager

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 3/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			5

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Operations Manager**

Position: Operations Manager

Hire Date: March 1, 2018

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Shadows and supports Program Director in all aspects of radio station's on air experience including: talent, content, tone, programming, production, sound & theme, and online presence.

Responsibilities

- Assists the Director by coordinating with Programming and Sales to plan and execute marketing, promotions, events, and image campaigns.
- Monitors programming activities in conformance with FCC rules and regulations, iHeartMedia policy and applicable federal, state and local laws.
- Informs Program Director of any anomalies or deficiencies that may warrant correction or resolution.
- Coordinates reviews and approvals for commercial and paid programming content.
- Establishes and maintains professional relationships with producers, artists' managers, composers and other industry contacts.
- Assists in preparation and management of department's budget by overseeing expenditures and maintaining invoice records and related documentation.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Operations Manager

- Ensure logged commercials, promotions and any other programming essential to the stations operation are aired
- Adheres to all company policies and procedures regarding indecency and obscenity.
- Works an approved and previously agreed upon air shift.
- Keeps up-to-date with relevant material appropriate for the station.
- Searches out and shares all possible web content with Program Director and Online Content Director of the given station.
- Participates in regular listening/air check sessions for critique with the Program Director.
- Participates in required station Programming, Promotions, and Sales staff meetings and events.
- Makes regular approved appearances at paid, and non-paid, station events.
- Is an ambassador for radio station when out in public; maintains a positive and approachable attitude when around listeners and clients.
- May work flexible hours and weekends and be on call for possible disasters, breaking news, or acts of nature.

Competencies/Skills

- Proficient in Microsoft Office suite and social media platforms
- Knowledge of Diary data analysis, RCS products including GSelector and NexGen, Vox Pro, and Pro Tools
- Extensive knowledge of FCC broadcast rules and regulations; knowledge of federal, state and local contesting rules and regulations

Outstanding editing and technical skills.

Understanding of broadcasts from all angles - concept to completion

- Demonstrated ability to be engaging on the air and to work across various formats; is upbeat, informative and entertaining, and can relate to station's audience
- High degree of planning and organizing skills; can multi task and meet specific deadlines in a fast-paced environment
- Flexible, creative, and innovative in using technology to deepen listener relationships
- Ability to work independently and collaboratively with others
- Superior oral and written communication skills; excellent grammar; can adjust communications style based on audience needs

Highly organized and extremely detail oriented

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for Operations Manager**

Work Experience

- Minimum 3 years' on-air radio experience, promotions and marketing
- Air demo required
- Imaging production experience a plus; samples required

Education

- 4-year college degree in Telecommunications, Marketing or a related field preferred

Certifications

- Valid driver's license

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Operations Manager

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Operations-Manager_Req10105

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyoknight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV5, KY5R
Fax and E-mail verification summary report for Operations Manager

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 1/24/2018 10:31:25 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 1/24/2018 10:31:22 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 1/24/2018 10:31:21 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 1/24/2018 10:31:23 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 1/24/2018 10:31:20 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 1/24/2018 10:31:19 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 1/24/2018 10:31:23 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 1/24/2018 10:31:19 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 1/24/2018 10:31:24 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 1/24/2018 10:31:21 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 1/24/2018 10:31:22 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 1/24/2018 10:31:20 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 1/24/2018 10:31:23 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 1/24/2018 10:31:23 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 1/24/2018 10:31:22 PM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Operations Manager

RS Number	Recruiting Source	Date and Time
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 1/24/2018 10:31:18 PM

 This is how a student may see your job posting.

Operations Manager

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Shadows and supports Program Director in all aspects of radio station's on air experience including: talent, content, tone, programming, production, sound & theme, and online presence.

Responsibilities

- Assists the Director by coordinating with Programming and Sales to plan and execute marketing, promotions, events, and image campaigns.
- Monitors programming activities in conformance with FCC rules and regulations, iHeartMedia policy and applicable federal, state and local laws.
- Informs Program Director of any anomalies or deficiencies that may warrant correction or resolution.
- Coordinates reviews and approvals for commercial and paid programming content.
- Establishes and maintains professional relationships with producers, artists, managers, composers and other industry contacts.
- Assists in preparation and management of department budget by overseeing expenditures and maintaining invoice records and related documentation.
- Ensure logged commercials, promotions and any other programming essential to the stations operation are aired
- Adheres to all company policies and procedures regarding indecency and obscenity.
- Works an approved and previously agreed upon air shift.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Operations-Manager_Req10105

Important Dates

Posted On:

Jan 24, 2018

Application Deadline

Mar 23, 2018

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

i Your password is weak. Please [update your password now](#). [Learn more about password strength](#).

i This is how a student may see your job posting.

Operations Manager

Position Type Desired Class Level(s)

Full Time Experienced Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Shadows and supports Program Director in all aspects of radio station's on air experience including: talent, content, tone, programming, production, sound & theme, and online presence.

Responsibilities

- Assists the Director by coordinating with Programming and Sales to plan and execute marketing, promotions, events, and image campaigns.
- Monitors programming activities in conformance with FCC rules and regulations, iHeartMedia policy and applicable federal, state and local laws.
- Informs Program Director of any anomalies or deficiencies that may warrant correction or resolution.
- Coordinates reviews and approvals for commercial and paid programming content.
- Establishes and maintains professional relationships with producers, artists, and managers, composers and other industry contacts.
- Assists in preparation and management of department's budget by overseeing expenditures and maintaining invoice records and related documentation.

How To Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Operations-Manager_Req10105

Important Dates

Posted On:

Jan 24, 2018

Application Deadline

Feb 23, 2018

Accessibility : Scripting : [Disable AJAX and DHMTL] [Disable javascript alerts] [Remove all scripting] Text Size : A A A A

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- Companies



Select Language | ▼



The National Labor Exchange has moved to USNLX.com

Me

State Job Bank Reporting

Report Date / Time: 5/15/2019 4:51 PM EDT

Job Data

Date Acquired: 1/24/2018
Internal ID: 106176037
Company: iHeartMedia
Title: Operations Manager
City: Burbank
State: CA
Company Job ID: Req10105
O*Net: 11-1021.00
Original URL: https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Operations-Manager_Req

Delivery Data

Original Delivery Date: 1/25/2018
Delivery State: CA
Job Bank Status: Job Accepted
Job Bank ID: 801923574
Job Bank URL: <https://www.caljobs.ca.gov/allentry.asp?action=JOBS&whereto=DETAILS&ordernum=106176037&src=NLX>
Receipt Date: 1/26/2018

Receipt Transaction ID: 18047EE3-C886-4E26-BAE5-117769705403

Job Description Data

Job Description: Current employees and contingent workers click here at <https://wd5.myworkday.com/iheartmedia/d/task/300> and search by the Job Posting Title.

iHeartMedia Stations

**** Job Summary:****

Shadows and supports Program Director in all aspects of radio stationâ€™s on air experience including: tale programming, production, sound & theme, and online presence.

Responsibilities

â€¢ Assists the Director by coordinating with Programming and Sales to plan and execute marketing, promot campaigns.

â€¢ Monitors programming activities in conformance with FCC rules and regulations, iHeartMedia policy and and local laws.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral
Date of hire: 3/26/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/26/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/26/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/26/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/26/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive**

Position: Account Executive

Hire Date: March 26, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.
- Generates revenue and meets/exceeds established sales targets.
- Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Adept at prospecting and using effective consultative selling principles and practices
- Strong client service relationship-building skills
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- Negotiation and closing proficiency
- Persuasive communication skills: verbal, written and presentation
- Independent; self-motivated; competitive; assertive
- Strong problem-solving and analytical skills
- Understanding of market dynamics including demographics
- Stress tolerance especially with tight deadlines and financial pressures
- Flexibility and creativity
- Professional appearance
- Strong interpersonal skills

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

Work Experience

- 2+ years in media/advertising sales is preferred, but not required
- Salesforce experience is a plus

Education

- High school diploma, college degree preferred

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Account-Executive_Req10381

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyoknight at kiyoknight@iheartmedia.com

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive**

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 2/9/2018 8:20:16 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 2/9/2018 8:20:13 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 2/9/2018 8:20:12 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 2/9/2018 8:20:13 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 2/9/2018 8:20:11 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 2/9/2018 8:20:10 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 2/9/2018 8:20:14 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 2/9/2018 8:20:09 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 2/9/2018 8:20:15 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 2/9/2018 8:20:11 PM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 2/9/2018 8:20:13 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 2/9/2018 8:20:10 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 2/9/2018 8:20:14 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 2/9/2018 8:20:14 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 2/9/2018 8:20:12 PM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

RS Number	Recruiting Source	Date and Time
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 2/9/2018 8:20:09 PM

Return to your [list of jobs](#)

 [Print Job Order](#)

Job Summary

Job #: Req10381

Account Executive

Burbank, CA - 91505

Posted 2/10/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Advertising Sales Agents

Job Requirements

HS

Job Description

Job Summary: Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target. Responsibilities • Identifies and solicits new business; builds and maintains a full pipeline of sales prospects. • Services and grows relationships in existing base of clients. • Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities. • Delivers effective sales presentations. • Steers clients based on market, platform and station information. • Maintains client communication and ensures client satisfaction. • Monitors competition to continually find new account leads. • Negotiates rates based on iHeartMedia's budgets. • Works collaboratively with internal partners to drive revenue. • Ensures prompt payments. • Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis. • Creates effective marketing campaigns in cooperation with iHeartMedia resources. • Generates revenue and meets/exceeds established sales targets. • Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Additional Information

Qualifications • Proficient in Microsoft Office suite and social networking platforms • Adept at prospecting and using effective consultative selling principles and practices • Strong client service relationship-building skills • Ability to plan and organize, set priorities and multi task in a fast-paced environment • Negotiation and closing proficiency • Persuasive communication skills: verbal, written and presentation • Independent; self-motivated; competitive; assertive • Strong problem-solving and analytical skills • Understanding of market dynamics including demographics • Stress tolerance especially with tight deadlines and financial pressures • Flexibility and creativity • Professional appearance • Strong interpersonal skills Work Experience • 2+ years in media/advertising sales is preferred, but not required • Salesforce experience is a plus Education • High school diploma, college degree preferred Certifications • None required Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. C

i This is how a student may see your job posting.

Account Executive

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; **closes business; meets set sales target.**

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.

How to Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Account-Executive

Important Dates

Posted On:

Jan 22, 2018

Application Deadline

Apr 20, 2018

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

 Your password is weak. Please [update your password](#) now. [Learn more about password strength](#).

 This is how a student may see your job posting.

ACCOUNT EXECUTIVE

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.

How to Apply

Please visit the iHeartMedia Careers website to apply for this job:

https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Account-Executive

Important Dates

Posted On:

Feb 14, 2018

Application Deadline

Mar 16, 2018

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

**Recruitment source referring hiree: Employee Referral
 Date of hire: 3/12/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
24	JVS Marina Del Rey Worksource Center 13160 Mindinao Wy Suite 240 Marina Del Rey, California 90292 Phone : 310-309-6000 x 220 Url : www.jvsla.org Email : rmadrid@jvsla.org Fax : 1-310-309-6037 Reina Madrid	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 3/12/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

Position: Account Executive

Hire Date: March 12, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.
- Generates revenue and meets/exceeds established sales targets.
- Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Adept at prospecting and using effective consultative selling principles and practices
- Strong client service relationship-building skills
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- Negotiation and closing proficiency
- Persuasive communication skills: verbal, written and presentation
- Independent; self-motivated; competitive; assertive
- Strong problem-solving and analytical skills
- Understanding of market dynamics including demographics
- Stress tolerance especially with tight deadlines and financial pressures
- Flexibility and creativity
- Professional appearance
- Strong interpersonal skills

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

Work Experience

- 2+ years in media/advertising sales is preferred, but not required
- Salesforce experience is a plus

Education

- High school diploma, college degree preferred

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Account-Executive_Req10571-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiy Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Account Executive

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 2/27/2018 1:44:27 AM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 2/27/2018 1:44:24 AM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 2/27/2018 1:44:23 AM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 2/27/2018 1:44:24 AM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 2/27/2018 1:44:22 AM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 2/27/2018 1:44:21 AM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 2/27/2018 1:44:25 AM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 2/27/2018 1:44:21 AM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 2/27/2018 1:44:26 AM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 2/27/2018 1:44:23 AM
24	JVS Marina Del Rey Worksource Center E-mail: rmadrid@jvsla.org	Sent: 2/27/2018 1:44:24 AM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 2/27/2018 1:44:22 AM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 2/27/2018 1:44:25 AM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 2/27/2018 1:44:25 AM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 2/27/2018 1:44:24 AM

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

RS Number	Recruiting Source	Date and Time
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 2/27/2018 1:44:21 AM

[Return to your list of jobs](#) [Print Job Order](#)

Job Summary

Job #: Req10571

Account Executive

Burbank, CA - 91505

Posted 2/26/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Advertising Sales Agents

Job Requirements

HS

Job Description

Job Summary: Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target. **Responsibilities** • Identifies and solicits new business; builds and maintains a full pipeline of sales prospects. • Services and grows relationships in existing base of clients. • Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities. • Delivers effective sales presentations. • Steers clients based on market, platform and station information. • Maintains client communication and ensures client satisfaction. • Monitors competition to continually find new account leads. • Negotiates rates based on iHeartMedia's budgets. • Works collaboratively with internal partners to drive revenue. • Ensures prompt payments. • Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis. • Creates effective marketing campaigns in cooperation with iHeartMedia resources. • Generates revenue and meets/exceeds established sales targets. • Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Additional Information

Qualifications • Proficient in Microsoft Office suite and social networking platforms • Adept at prospecting and using effective consultative selling principles and practices • Strong client service relationship-building skills • Ability to plan and organize, set priorities and multi task in a fast-paced environment • Negotiation and closing proficiency • Persuasive communication skills: verbal, written and presentation • Independent; self-motivated; competitive; assertive • Strong problem-solving and analytical skills • Understanding of market dynamics including demographics • Stress tolerance especially with tight deadlines and financial pressures • Flexibility and creativity • Professional appearance • Strong interpersonal skills **Work Experience** • 2+ years in media/advertising sales is preferred, but not required • Salesforce experience is a plus **Education** • High school diploma, college degree preferred **Certifications** • None required **Location** Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 **Position Type** Regular **The Company** is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. [Click here to learn about E-Verify.](#) C

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 This is how a student may see your job posting.

Account Executive

Position Type Number of Openings

Full Time 1

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

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- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.

How to Apply

Please visit the iHeartMedia Careers website to apply:
https://iheartmedia.wd5.myworkdayjobs.com/en-US/External_iHM/job/Burbank-CA-Olive/Account-Executive_Req10571-1

Important Dates

Posted On:
Feb 27, 2018

Application Deadline
Apr 26, 2018

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

i Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

i This is how a student may see your job posting.

Account Executive

Position Type Desired Class Level(s)

Full Time Experienced Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

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- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
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- Delivers effective sales presentations.
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Important Dates

Posted On:
Feb 27, 2018

Application Deadline
Mar 29, 2018

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Project Manager

Recruitment source referring hiree: Employee Referral
Date of hire: 5/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Project Manager

Recruitment source referring hiree: Employee Referral

Date of hire: 5/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Project Manager

Recruitment source referring hiree: Employee Referral

Date of hire: 5/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
20	Indeed.com - Not Directly Contacted by SEU	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVV, KYSR

Vacancy Data Form

Sales Project Manager

Recruitment source referring hiree: Employee Referral

Date of hire: 5/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Sales Project Manager

Recruitment source referring hiree: Employee Referral

Date of hire: 5/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			2

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for Sales Project Manager

Position: Sales Project Manager

Hire Date: May 1, 2018

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

The Sales Project Manager will manage accounts from the post sale phase for our largest accounts and will act as the client's daily point of contact for campaign execution. This position will provide support to the client Account Executive(s) and will act as the liaison between all internal departments to ensure all key performance measurements are met during campaign execution. This position is Burbank-based and reports to the Director of Sales Operations.

Responsibilities

- Manages assigned 360 degree marketing campaigns in partnership with the Account Executive
- Works with internal departments (Client Solutions, Marketing, Programming, Promotions, etc) to ensure campaigns are executed properly
- Delegates work to the Sales Operations team for order entry, billing, revisions to schedules, collection of recap materials, etc.
- Creates campaign recaps and presents them alongside the Account Executive at client meetings with special attention to detail on key performance indicators
- Obtains all client approvals on in house produced on air and online creative and on site activation elements
- Contracts third parties for on site events and works closely with the Activation and Events Managers to ensure on site deliverables are met

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Sales Project Manager

- Attends all campaign on site activations and acts as the main point of contact for the client during on site events
- Engages in copywriting for on air messaging and provides creative input for design of online and on site deliverables
- Serves as a back up for the Sales Operations team with order entry, processing revisions to campaign schedules, production requests, airchecks and screenshots of on air and online content on assigned campaigns only

Qualifications

- 2-5 years of relevant work experience in media, entertainment, or advertising industries
- Experience with client relations on a daily basis in a role that supports multiple clients
- Background or knowledge of on air (television or radio), digital, social and event marketing
- Experience delegating work and communicating deadlines and expectations
- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills
- Thrives in a fast paced environment
- Strong interpersonal and communication skills
- Excellent organization, planning, multi-tasking and time management skills
- Ability to work independently and with a team in a fast-paced work environment

Education

- 4-year college degree

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Sales Project Manager

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Sales-Project-Manager_Req10709

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

IMPORTANT

This fax or email has been sent using the services provided by BroadcastSource. If you want to change your contact details, please email Kiyoknight at kiyoknight@iheartmedia.com

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for Sales Project Manager**

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 3/29/2018 5:43:42 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 3/29/2018 5:43:40 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 3/29/2018 5:43:39 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 3/29/2018 5:43:40 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 3/29/2018 5:43:38 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 3/29/2018 5:43:37 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 3/29/2018 5:43:41 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 3/29/2018 5:43:36 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 3/29/2018 5:43:41 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 3/29/2018 5:43:38 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 3/29/2018 5:43:37 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 3/29/2018 5:43:41 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 3/29/2018 5:43:40 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 3/29/2018 5:43:39 PM
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 3/29/2018 5:43:36 PM

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 This is how a student may see your job posting.

Sales Project Manager

Important Dates

Posted On:

Mar 30, 2018

Application Deadline

Apr 29, 2018

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

The Sales Project Manager will manage accounts from the post sale phase for our largest accounts and will act as the client's daily point of contact for campaign execution. This position will provide support to the client Account Executive(s) and will act as the liaison between all internal departments to ensure all key performance measurements are met during campaign execution. This position is Burbank-based and reports to the Director of Sales Operations.

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- Contracts third parties for on site events and works closely with the Activation and Events Managers to ensure on site deliverables are met
- Attends all campaign on site activations and acts as the main point of contact for the client during on site events
- Engages in copywriting for on air messaging and provides creative input for design of online and on site deliverables
- Serves as a back up for the Sales Operations team with order entry, processing revisions to campaign schedules, production requests, airchecks and screenshots of on air and online content on assigned campaigns only

Qualifications

- 2-5 years of relevant work experience in media, entertainment, or advertising industries
- Experience with client relations on a daily basis in a role that supports multiple clients
- Background or knowledge of on air (television or radio), digital, social and event marketing
- Experience delegating work and communicating deadlines and expectations
- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills
- Thrives in a fast paced environment
- Strong interpersonal and communication skills
- Excellent organization, planning, multi-tasking and time management skills
- Ability to work independently and with a team in a fast-paced work environment

Education

- 4-year college degree

Location

Burbank, California

ID

168603

Division

iHeartMedia - Los Angeles

Desired Major(s)

All Majors

Job Function

Broadcast and Digital Media, Sales

Requisition #

10709

Career Services Management System

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Job Summary

Job #: Req10709

Sales Project Manager

Burbank, CA - 91505

Posted 3/29/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Sales and Related Occupations

Job Requirements

BD

Job Description

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Additional Information

Qualifications • 2-5 years of relevant work experience in media, entertainment, or advertising industries • Experience with client relations on a daily basis in a role that supports multiple clients • Background or knowledge of on air (television or radio), digital, social and event marketing • Experience delegating work and communicating deadlines and expectations • Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines • Assumes responsibility & accountability for assignments and tasks • Actively listens; clearly and effectively conveys information; uses professional telephone skills • Thrives in a fast paced environment • Strong interpersonal and communication skills • Excellent organization, planning, multi-tasking and time management skills • Ability to work independently and with a team in a fast-paced work environment **Education** • 4-year college degree **Certifications** • None required **Location** Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 **Position Type** Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. [Click here t](#)

 This is how a student may see your job posting.

Sales Project Manager

Position Type	Number of Openings
Full Time	1

Description

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- Contracts third parties for on site events and works closely with the Activation and Events Managers to ensure on site deliverables are met
- Attends all campaign on site activations and acts as the main point of contact for the client during on site events
- Engages in copywriting for on air messaging and provides creative

Important Dates

Posted On:

Mar 30, 2018

Application Deadline

May 30, 2018

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Sales Project Manager

Important Dates

Posted On:

Mar 30, 2018

Application Deadline

Apr 29, 2018

Position Type

Desired Class Level(s)

Full Time Experienced

Alumni

Work Authorization

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KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Brand Coordinator

**Recruitment source referring hiree: Non-Employee Referral
 Date of hire: 5/14/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	All Access 28955 Pacific Coast Hwy Suite 210 Malibu, California 90265 Phone : (310) 457-6616 Url : www.allaccess.com N/A N/A Manual Posting	N	0
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termayan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Brand Coordinator

Recruitment source referring hiree: Non-Employee Referral

Date of hire: 5/14/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Brand Coordinator

Recruitment source referring hiree: Non-Employee Referral

Date of hire: 5/14/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Brand Coordinator

Recruitment source referring hiree: Non-Employee Referral

Date of hire: 5/14/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
20	Indeed.com - Not Directly Contacted by SEU	N	1
26	Non-Employee Referral	N	1
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Brand Coordinator

Recruitment source referring hiree: Non-Employee Referral

Date of hire: 5/14/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
30	SCBA (So Cal Broadcasters Assn) 1849 Sawtelle Blvd. Ste 543 Los Angeles, California 90025 Phone : 323-930-5599 Url : www.scba.com Liz Fancher Manual Posting	N	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			3

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Brand Coordinator**

Position: Brand Coordinator

Hire Date: May 14, 2018

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Brand Coordinator

to detail; meets deadlines

- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Sales Force or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to “move up”

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for Brand Coordinator

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Brand-Coordinator_Req11356

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV5, KYSR
Fax and E-mail verification summary report for Brand Coordinator

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aia.edu	Sent: 4/9/2018 11:02:10 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aia.edu	Sent: 4/9/2018 11:02:07 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 4/9/2018 11:02:06 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 4/9/2018 11:02:08 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 4/9/2018 11:02:05 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 4/9/2018 11:02:04 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 4/9/2018 11:02:08 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 4/9/2018 11:02:03 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 4/9/2018 11:02:09 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 4/9/2018 11:02:05 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 4/9/2018 11:02:04 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 4/9/2018 11:02:08 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 4/9/2018 11:02:08 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 4/9/2018 11:02:07 PM
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 4/9/2018 11:02:03 PM

Job Summary

Job #: Req11356

Brand Coordinator

Burbank, CA - 91505

Posted 4/9/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Managers, All Other

Job Requirements

BD

Job Description

Job Summary: Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team. **Responsibilities** • Provides administrative and/or process support for contract administration, customer service, and order history. • Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps. • Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc. • Responds to client requests, e.g., spot times. • Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Additional Information

Qualifications • Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines • Adapts to shifts in priorities and urgencies • Proficient in Microsoft Office Suite; familiar with Viero and Sales Force or demonstrates ability to learn new systems quickly • Assumes responsibility & accountability for assignments and tasks • Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar • Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities • Demonstrates competitive spirit; shows desire to "move up" **Work Experience** • 1-3 years' experience in radio role **Education** • 4-year college degree **Certifications** • None required **Location** Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 **Position Type** Regular **The Company** is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. [Click here to learn about E-Verify.](#) Current employees and contingent workers [click here to ap](#)

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(i) This is how a student may see your job posting.



Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
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- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Sales Force or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks

Important Dates

Posted On:

Apr 10, 2018

Application Deadline

Jun 08, 2018

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

2018
Brand Coordinator
#11356

Brand Coordinator

Important Dates

Posted On:

Apr 10, 2018

Application Deadline

May 10, 2018

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Brand Coordinator

**Recruitment source referring hiree: iHeartMediaCareers.com
 Date of hire: 5/14/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR**Vacancy Data Form****Brand Coordinator**

Recruitment source referring hiree: iHeartMediaCareers.com

Date of hire: 5/14/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVV, KYSR

Vacancy Data Form

Brand Coordinator

Recruitment source referring hiree: iHeartMediaCareers.com

Date of hire: 5/14/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	1
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Brand Coordinator

Recruitment source referring hiree: iHeartMediaCareers.com

Date of hire: 5/14/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Brand Coordinator

Recruitment source referring hiree: iHeartMediaCareers.com

Date of hire: 5/14/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Brand Coordinator**

Position: Brand Coordinator

Hire Date: May 14, 2018

This report, generated by Broadcast1 Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1 Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1 Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Brand Coordinator

to detail; meets deadlines

- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Sales Force or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks
- Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar
- Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities
- Demonstrates competitive spirit; shows desire to “move up”

Work Experience

- 1-3 years' experience in radio role

Education

- 4-year college degree

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for Brand Coordinator

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Brand-Coordinator_Req11617

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Brand Coordinator

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 4/27/2018 11:23:08 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 4/27/2018 11:23:05 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 4/27/2018 11:23:04 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 4/27/2018 11:23:06 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 4/27/2018 11:23:03 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 4/27/2018 11:23:02 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 4/27/2018 11:23:06 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 4/27/2018 11:23:02 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 4/27/2018 11:23:07 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 4/27/2018 11:23:04 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 4/27/2018 11:23:03 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 4/27/2018 11:23:06 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 4/27/2018 11:23:06 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 4/27/2018 11:23:05 PM
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 4/27/2018 11:23:01 PM

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Job Summary

Job #: Req11617

Brand Coordinator

Burbank, CA - 91505

Posted 4/27/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Managers, All Other

Job Requirements

BD

Job Description

Job Summary: Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team. Responsibilities • Provides administrative and/or process support for contract administration, customer service, and order history. • Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps. • Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc. • Responds to client requests, e.g., spot times. • Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Additional Information

Qualifications • Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines • Adapts to shifts in priorities and urgencies • Proficient in Microsoft Office Suite; familiar with Vero and Sales Force or demonstrates ability to learn new systems quickly • Assumes responsibility & accountability for assignments and tasks • Actively listens; clearly and effectively conveys information; uses professional telephone skills; demonstrates effective business writing skills; shows excellent grasp of grammar • Exhibits good interpersonal skills; collaborates with others; maintains composure when faced with difficult situations and personalities • Demonstrates competitive spirit; shows desire to “move up” Work Experience • 1-3 years' experience in radio role Education • 4-year college degree Certifications • None required Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. Current employees and contingent workers click here to ap

Share this Job

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[Email](#)

 This is how a student may see your job posting.

Brand Coordinator

Important Dates

Posted On:

Apr 30, 2018

Application Deadline

May 31, 2018

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets deadlines
- Adapts to shifts in priorities and urgencies
- Proficient in Microsoft Office Suite; familiar with Viero and Sales Force or demonstrates ability to learn new systems quickly
- Assumes responsibility & accountability for assignments and tasks

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

 Your password is weak. Please [update your password now](#). [Learn more about password strength](#).

2018
Brand Coordinator
#11617

 This is how a student may see your job posting.

Brand Coordinator

Important Dates

Posted On:

Apr 30, 2018

Application Deadline

May 30, 2018

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Provides support in sales administration, generates sales-related reports , and acts as an extension of the sales team.

Responsibilities

- Provides administrative and/or process support for contract administration, customer service, and order history.
- Acts as an extension of the sales team by assisting with product pricing, sales development, sales material creation, marketing communications, sponsorship proposals & recaps.
- Generates contract confirmations, reports related to sales activities & revenue data, pool reports, unapproved credits, etc.
- Responds to client requests, e.g., spot times.
- Records and forwards checks, handles contracts for Account Executives, prepares presentations, types & proofreads correspondence, files and makes copies, relieves receptionist.

Qualifications

- Manages time; focuses on urgent and important tasks; avoids procrastination; follows up; shows strong attention to detail; meets

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Executive Assistant

**Recruitment source referring hiree: Employee Referral
Date of hire: 6/4/2018**

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Executive Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 6/4/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Executive Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 6/4/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Executive Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 6/4/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Executive Assistant

Recruitment source referring hiree: Employee Referral

Date of hire: 6/4/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Executive Assistant**

Position: Executive Assistant

Hire Date: June 4, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Assists top-level executive(s) by providing secretarial and administrative support, frequently involving confidential matters.

Responsibilities

- Prepares correspondence, reports, and other administrative tasks, e.g., typing and filing.
- Screens telephone calls, greets visitors, and responds to general inquiries.
- Aggregates and interprets data for financial/accounting reports.
- Schedules appointments, plans meetings, keeps phone logs, maintains calendars, coordinates travel arrangements and processes expenses.
- Coordinates events for station(s) and management meetings.
- Develops and maintains management and reporting systems.
- Assists Human Resource and EEO functions for the market.
- Handles confidential matters with absolute trustworthiness; ensures interactions and transactions are ethical and

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for Executive Assistant

convey integrity.

- Anticipates and interprets the needs of management staff without direction.
- Arranges for back-up when not at desk.
- May assist with market digital sales support.

Qualifications

Competencies/Skills

- Proficiency in Microsoft Office suite, social media platforms and search tools
- Ability to use or quickly learn designated iHeartMedia software including commercial and digital traffic system, corporate reporting and financial systems
- Graphic design skills and ability to use Adobe Illustrator and Photoshop a plus
- Basic accounting knowledge a plus
- Trustworthy when dealing with confidential and private matters
- Professionalism: makes a good 1st impression; demonstrates respectful, friendly and welcoming behavior; exhibits speech, appearance, body language, mannerisms, and dress appropriate to the environment; maintains professional work surroundings
- Proven ability to set standard of performance excellence for self, assumes responsibility & accountability for assignments or tasks, goes beyond what is expected
- Stress tolerance: composure when faced with difficult/demanding situations and/or personalities and shifts in priorities and/or tasks
- Excellent oral and written communication skills, excellent grasp of grammar; actively listens; clearly and effectively conveys information; uses professional telephone skills
- High degree of collaboration with all levels in the organization
- Can work independently without close supervision
- Excellent analytical and decision-making skills
- Time management: uses appropriate tools to manage time; focuses on urgent and important tasks; shows strong attention to detail; meets deadlines
- Ability to multi task in a fast-paced environment

Work Experience

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Executive Assistant

- 1-3 years' experience as Executive Assistant
- Media experience preferred

Education

- 4-year college degree preferred

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Executive-Assistant_Req11692

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Executive Assistant

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1 Source. If you want to change your contact details, please email Kiyoko Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVV5, KYSR
Fax and E-mail verification summary report for Executive Assistant

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aia.edu	Sent: 4/27/2018 11:25:04 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 4/27/2018 11:25:00 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 4/27/2018 11:25:02 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 4/27/2018 11:25:00 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 4/27/2018 11:24:58 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 4/27/2018 11:25:03 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 4/27/2018 11:24:58 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 4/27/2018 11:25:04 PM
16	Homeboy Industries Prong 2 Ended Date: 3/18/2019 E-mail: adelvillar@homeboyindustries.org	Sent: 4/27/2018 11:25:00 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 4/27/2018 11:24:59 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 4/27/2018 11:25:03 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 4/27/2018 11:25:03 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 4/27/2018 11:25:02 PM
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 4/27/2018 11:24:57 PM

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 [Print Job Order](#)

Job Summary

Job #: Req11692

Executive Assistant

Burbank, CA - 91505

Posted 4/27/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Executive Secretaries and Executive Administrative Assistants

Job Requirements

BD

Job Description

Job Summary: Assists top-level executive(s) by providing secretarial and administrative support, frequently involving confidential matters. Responsibilities • Prepares correspondence, reports, and other administrative tasks, e.g., typing and filing. • Screens telephone calls, greets visitors, and responds to general inquiries. • Aggregates and interprets data for financial/accounting reports. • Schedules appointments, plans meetings, keeps phone logs, maintains calendars, coordinates travel arrangements and processes expenses. • Coordinates events for station(s) and management meetings. • Develops and maintains management and reporting systems. • Assists Human Resource and EEO functions for the market. • Handles confidential matters with absolute trustworthiness; ensures interactions and transactions are ethical and convey integrity. • Anticipates and interprets the needs of management staff without direction. • Arranges for back-up when not at desk. • May assist with market digital sales support.

Additional Information

Qualifications Competencies/Skills • Proficiency in Microsoft Office suite, social media platforms and search tools • Ability to use or quickly learn designated iHeartMedia software including commercial and digital traffic system, corporate reporting and financial systems • Graphic design skills and ability to use Adobe Illustrator and Photoshop a plus • Basic accounting knowledge a plus • Trustworthy when dealing with confidential and private matters • Professionalism: makes a good 1st impression; demonstrates respectful, friendly and welcoming behavior; exhibits speech, appearance, body language, mannerisms, and dress appropriate to the environment; maintains professional work surroundings • Proven ability to set standard of performance excellence for self, assumes responsibility & accountability for assignments or tasks, goes beyond what is expected • Stress tolerance: composure when faced with difficult/demanding situations and/or personalities and shifts in priorities and/or tasks • Excellent oral and written communication skills, excellent grasp of grammar; actively listens; clearly and effectively conveys information; uses professional telephone skills • High degree of collaboration with all levels in the organization • Can work independently without close supervision • Excellent analytical and decision-making skills • Time management: uses appropriate tools to manage time; focuses on urgent and important tasks; shows strong attention to detail; meets dea

Share this Job

[LinkedIn Share](#)

[Facebook Share](#)

 This is how a student may see your job posting.

Executive Assistant

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Assists top-level executive(s) by providing secretarial and administrative support, frequently involving confidential matters.

Responsibilities

- Prepares correspondence, reports, and other administrative tasks, e.g., typing and filing.
- Screens telephone calls, greets visitors, and responds to general inquiries.
- Aggregates and interprets data for financial/accounting reports.
- Schedules appointments, plans meetings, keeps phone logs, maintains calendars, coordinates travel arrangements and processes expenses.
- Coordinates events for station(s) and management meetings.
- Develops and maintains management and reporting systems.
- Assists Human Resource and EEO functions for the market.
- Handles confidential matters with absolute trustworthiness; ensures interactions and transactions are ethical and convey integrity.
- Anticipates and interprets the needs of management staff without direction.
- Arranges for back-up when not at desk.
- May assist with market digital sales support.

Important Dates

Posted On:

Apr 30, 2018

Application Deadline

May 31, 2018

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

Executive Assistant

Important Dates

Posted On:

Apr 30, 2018

Application Deadline

May 30, 2018

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description**Job Summary:**

Assists top-level executive(s) by providing secretarial and administrative support, frequently involving confidential matters.

Responsibilities

- Prepares correspondence, reports, and other administrative tasks, e.g., typing and filing.
- Screens telephone calls, greets visitors, and responds to general inquiries.
- Aggregates and interprets data for financial/accounting reports.
- Schedules appointments, plans meetings, keeps phone logs, maintains calendars, coordinates travel arrangements and processes expenses.
- Coordinates events for station(s) and management meetings.
- Develops and maintains management and reporting systems.
- Assists Human Resource and EEO functions for the market.
- Handles confidential matters with absolute trustworthiness; ensures interactions and transactions are ethical and convey integrity.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

iHeart Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 6/27/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
2	Art Institute of California - Hollywood 5250 Lankershim Blvd North Hollywood, California 91601 Phone : 818.299.5235 Url : www.aii.edu Email : DeaThomas@aii.edu Deanna Thomas	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

iHeart Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 6/27/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

iHeart Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 6/27/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

iHeart Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 6/27/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
30	SCBA (So Cal Broadcasters Assn) 1849 Sawtelle Blvd. Ste 543 Los Angeles, California 90025 Phone : 323-930-5599 Url : www.scba.com Liz Fancher Manual Posting	N	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

iHeart Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 6/27/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for iHeart Account Executive**

Position: iHeart Account Executive

Hire Date: June 27, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for iHeart Account Executive

- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.
- Generates revenue and meets/exceeds established sales targets.
- Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Adept at prospecting and using effective consultative selling principles and practices
- Strong client service relationship-building skills
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- Negotiation and closing proficiency
- Persuasive communication skills: verbal, written and presentation
- Independent; self-motivated; competitive; assertive
- Strong problem-solving and analytical skills
- Understanding of market dynamics including demographics
- Stress tolerance especially with tight deadlines and financial pressures
- Flexibility and creativity
- Professional appearance
- Strong interpersonal skills

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for iHeart Account Executive**

Work Experience

- 5+ years in media/advertising sales is preferred, but not required
- Experience selling cross-platform
- Primary focus on developing new revenue from Orange County companies
- Salesforce experience is a plus

Education

- High school diploma, college degree preferred

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for iHeart Account Executive**

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/iHeart-Account-Executive_Req11824

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyo Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for iHeart Account Executive

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 5/7/2018 11:24:31 PM
2	Art Institute of California - Hollywood E-mail: DeaThomas@aii.edu	Sent: 5/7/2018 11:24:28 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 5/7/2018 11:24:27 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 5/7/2018 11:24:28 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 5/7/2018 11:24:26 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 5/7/2018 11:24:25 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 5/7/2018 11:24:29 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 5/7/2018 11:24:24 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 5/7/2018 11:24:30 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 5/7/2018 11:24:26 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 5/7/2018 11:24:25 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 5/7/2018 11:24:29 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 5/7/2018 11:24:29 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 5/7/2018 11:24:28 PM
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 5/7/2018 11:24:23 PM

Return to your [list of jobs](#)

Job Summary

Job #: Req11824

iHeart Account Executive

Burbank, CA - 91505

Posted 5/7/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation:

Job Requirements

HS

Job Description

Job Summary: Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target. **Responsibilities** • Identifies and solicits new business; builds and maintains a full pipeline of sales prospects. • Services and grows relationships in existing base of clients. • Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities. • Delivers effective sales presentations. • Steers clients based on market, platform and station information. • Maintains client communication and ensures client satisfaction. • Monitors competition to continually find new account leads. • Negotiates rates based on iHeartMedia's budgets. • Works collaboratively with internal partners to drive revenue. • Ensures prompt payments. • Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis. • Creates effective marketing campaigns in cooperation with iHeartMedia resources. • Generates revenue and meets/exceeds established sales targets. • Candidate must drive their own vehicle with a valid driver's license and state-mandated auto insurance

Additional Information

Qualifications • Proficient in Microsoft Office suite and social networking platforms • Adept at prospecting and using effective consultative selling principles and practices • Strong client service relationship-building skills • Ability to plan and organize, set priorities and multi task in a fast-paced environment • Negotiation and closing proficiency • Persuasive communication skills: verbal, written and presentation • Independent; self-motivated; competitive; assertive • Strong problem-solving and analytical skills • Understanding of market dynamics including demographics • Stress tolerance especially with tight deadlines and financial pressures • Flexibility and creativity • Professional appearance • Strong interpersonal skills **Work Experience** • 5+ years in media/advertising sales is preferred, but not required • Experience selling cross-platform • Primary focus on developing new revenue from Orange County companies • Salesforce experience is a plus **Education** • High school diploma, college degree preferred **Certifications** • None required **Location** Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 **Position Type** Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected

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 This is how a student may see your job posting.

iHeart Account Executive

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.

Important Dates

Posted On:

May 08, 2018

Application Deadline

Jun 08, 2018

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

 Your password is weak. Please [update your password](#) now. [Learn more](#) about password strength.

 This is how a student may see your job posting.

iHeart Account Executive

Important Dates

Posted On:

May 08, 2018

Application Deadline

Jun 07, 2018

Position Type

Full Time Experienced

Desired Class Level(s)

Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales target.

Responsibilities

- Identifies and solicits new business; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing base of clients.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Imaging Production Director

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 7/16/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
1	All Access 28955 Pacific Coast Hwy Suite 210 Malibu, California 90265 Phone : (310) 457-6616 Url : www.allaccess.com N/A N/A Manual Posting	N	0
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Imaging Production Director

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 7/16/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Imaging Production Director

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 7/16/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
22	Internal Transfer/Promotion	N	1
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Imaging Production Director

Recruitment source referring hiree: Internal Transfer/Promotion
Date of hire: 7/16/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Imaging Production Director

Recruitment source referring hiree: Internal Transfer/Promotion

Date of hire: 7/16/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYRS
Fax and E-mail verification summary report for Imaging Production Director

Position: Imaging Production Director

Hire Date: July 16, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYRS used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Seeking Imaging Director to help mold the sound, shape, and style of the leading Alternative Rock station in the country. ALT 98.7 is looking for the next creative superstar! Seeking Imaging Director to help mold the sound, shape, and style of the leading Alternative Rock station in the country. Creativity is a must! Forward thinking, next level stuff.

Responsibilities:

- Idea generator for station promotions - multiple stations, working directly with PD and programming leadership to write, create and produce station promos, imaging and branding.
- Creates radio advertising and station promotions.
- Coordinates in-house production (e.g. voicing, writing, dubbing and archiving) of promotional announcements.
- Works with voice talent to record and edit daily and weekly long and short form programming; works with programming leadership to capture and edit audio from various sources, monitors TV shows, grabs and cleans up clips and shares with talent.
- Provides creative support to Sales and clients with regard to commercials and promotional announcements.
- May be required to create material for websites or other platforms for online use.
- May produce trailers to promote client-sponsored events/competitions or to build station brand.
- Works closely with colleagues involved in sales and marketing, sponsorship and promotion, as well as

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for Imaging Production Director**

programming, to ensure audience and client expectations are met and revenue is maximized.

Qualifications

- Highly proficient in Adobe Audition or similar audio editing software, Nexgen and VCreativ
- Highly proficient in operating studio equipment and audio processing equipment and software
- Proficient in Microsoft Office suite and social media platforms.
- Experience with serving and supporting a sales team
- Excellent oral and written communication skills; proven writing, editing, proofreading and copy writing skills
- Excellent project management skills; strong attention to detail, and high work standards
- Ability to work independently while adhering to tight deadlines and schedules

Work Experience

- 5-8 years of work experience in Radio Productio
- 3-5 years of on air experience in rated markets

Education

- Bachelor's degree preferably in Marketing, Journalism or Communications helpful. or equivalent work experience

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR
Fax and E-mail verification summary report for Imaging Production Director**

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Imaging-Production-Director_Req11929

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

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**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVS, KYSR
Fax and E-mail verification summary report for Imaging Production Director**

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 5/31/2018 1:02:48 AM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 5/31/2018 1:02:44 AM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 5/31/2018 1:02:46 AM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 5/31/2018 1:02:43 AM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 5/31/2018 1:02:42 AM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 5/31/2018 1:02:47 AM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 5/31/2018 1:02:42 AM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 5/31/2018 1:02:47 AM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 5/31/2018 1:02:44 AM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 5/31/2018 1:02:43 AM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 5/31/2018 1:02:47 AM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 5/31/2018 1:02:46 AM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 5/31/2018 1:02:45 AM
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 5/31/2018 1:02:41 AM

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Job Summary

Job #: Req11929

Imaging Production Director

Burbank, CA - 91505

Posted 5/30/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Management Occupations

Job Requirements

BD

Job Description

Job Summary: Seeking Imaging Director to help mold the sound, shape, and style of the leading Alternative Rock station in the country. ALT 98.7 is looking for the next creative superstar! Seeking Imaging Director to help mold the sound, shape, and style of the leading Alternative Rock station in the country. Creativity is a must! Forward thinking, next level stuff. Responsibilities: * Idea generator for station promotions - multiple stations, working directly with PD and programming leadership to write, create and produce station promos, imaging and branding. * Creates radio advertising and station promotions. * Coordinates in-house production (e.g. voicing, writing, dubbing and archiving) of promotional announcements. * Works with voice talent to record and edit daily and weekly long and short form programming; works with programming leadership to capture and edit audio from various sources, monitors TV shows, grabs and cleans up clips and shares with talent. * Provides creative support to Sales and clients with regard to commercials and promotional announcements. * May be required to create material for websites or other platforms for online use. * May produce trailers to promote client-sponsored events/competitions or to build station brand. * Works closely with colleagues involved in sales and marketing, sponsorship and promotion, as well as programming, to ensure audience and client expectations are met and revenue is maximized.

Additional Information

Qualifications * Highly proficient in Adobe Audition or similar audio editing software, Nexgen and VCreativ * Highly proficient in operating studio equipment and audio processing equipment and software * Proficient in Microsoft Office suite and social media platforms. * Experience with serving and supporting a sales team * Excellent oral and written communication skills; proven writing, editing, proofreading and copy writing skills * Excellent project management skills; strong attention to detail, and high work standards * Ability to work independently while adhering to tight deadlines and schedules Work Experience * 5-8 years of work experience in Radio Productio * 3-5 years of on air experience in rated markets Education * Bachelor's degree preferably in Marketing, Journalism or Communications helpful. or equivalent work experience Location Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 Position Type Regular The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Verify. Click here to learn about E-Verify. Current employees and contingent workers click here to apply and search by the Job Posting Title.

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Imaging Production Director

Position Type	Number of Openings
Full Time	1

Description

Job Summary:

Seeking Imaging Director to help mold the sound, shape, and style of the leading Alternative Rock station in the country. ALT 98.7 is looking for the next creative superstar! Seeking Imaging Director to help mold the sound, shape, and style of the leading Alternative Rock station in the country. Creativity is a must! Forward thinking, next level stuff.

Responsibilities:

Idea generator for station promotions - multiple stations, working directly with PD and programming leadership to write, create and produce station promos, imaging and branding.
Creates radio advertising and station promotions.
Coordinates in-house production (e.g. voicing, writing, dubbing and archiving) of promotional announcements.
Works with voice talent to record and edit daily and weekly long and short form programming; works with programming leadership to capture and edit audio from various sources, monitors TV shows, grabs and cleans up clips and shares with talent.
Provides creative support to Sales and clients with regard to commercials and promotional announcements.
May be required to create material for websites or other platforms for online use.
May produce trailers to promote client-sponsored events/competitions or to build station brand.
Works closely with colleagues involved in sales and marketing, sponsorship and promotion, as well as programming, to ensure audience and client expectations are met and revenue is maximized.

Important Dates

Posted On:

Jun 01, 2018

Application Deadline:

Jun 29, 2018

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

VSC

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ⓘ This is how a student may see your job posting.

Imaging Production Director

Important Dates

Posted On:
Jun 01, 2018

Application Deadline:
Jul 01, 2018

Position Type	Desired Class Level(s)
Full Time Experienced	Alumni

Work Authorization
No, will not require employment visa sponsorship

Description

Job Summary:

Seeking Imaging Director to help mold the sound, shape, and style of the leading Alternative Rock station in the country. ALT 98.7 is looking for the next creative superstar! Seeking Imaging Director to help mold the sound, shape, and style of the leading Alternative Rock station in the country. Creativity is a must! Forward thinking, next level stuff.

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- Provides creative support to Sales and clients with regard to commercials and promotional announcements.
- May be required to create material for websites or other platforms for online use.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVU, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 7/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
3	Art Institute of California - Hollywood 5250 Lankershim Blvd. North Hollywood, California 91601 Phone : 818-299-5219 Url : www.aii.edu Email : nicsmith@aii.edu Nicole Smith	N	0
6	Burbank Employment Student Training (BEST) Burbank City Hall 275 East Olive Ave Burbank, California 91502 Phone : 818-238-5021 Url : www.burbankca.gov Email : burbankworkforceconnection@burbankca.gov Fax : 1-818-238-5199 Lidia Termanyan	Y	0
7	Cal State University, Los Angeles 5151 State University Drive Los Angeles, California 90032 Phone : 323-343-3280 Url : www.calstatela.edu/careers Email : careers@cslanet.calstatela.edu Christopher Lenz	N	0
8	California Broadcasters Assoc. 915 "L" Street Suite #1150 Sacramento, California 95814 Phone : 916-444-2237 Url : http://www.yourcba.com Joe Berry Manual Posting	N	0
9	California State University - Northridge 18111 Nordhoff Street University Hall, Suite 105 Northridge, California 91330 Phone : 818-677-2878 Url : www.csun.edu Email : career.center@csun.edu Fax : 1-818-677-4593 Career Services	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 7/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
10	CalJobs Employment Development Dept 800 Capitol Mall, Suite 5000 Sacramento, California 95814 Phone : (916) 654-8210 Url : http://www.caljobs.ca.gov/ Patty N/A Manual Posting	Y	0
11	Colorado Media School 404 S. Upham Street Lakewood, Colorado 80226 Phone : 303-479-4908 Url : http://beonair.com/denver Email : dbyrd@beonair.com Debbie Byrd	Y	0
12	Employee Referral	N	1
14	Fullerton College 321 E. Chapman Avenue Fullerton, California 92832 Phone : 714-992-7121 Url : http://www.fullcoll.edu/ Email : jmerchant@fullcoll.edu Jennifer Merchant	Y	0
15	Glendale Community College 1500 N Verdugo Rd SR 236 Glendale, California 91208 Phone : 818-240-1000 ext. 5405 Url : www.glendale.edu Email : andrav@glendale.edu Andra Verstraete	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 7/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
16	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x329 Url : www.homeboyindustries.org Email : adelvillar@homeboyindustries.org Angel Del Villar	N	0
17	Homeboy Industries 130 Bruno St Los Angeles, California 90012-1815 Phone : 323-526-1254 x342 Url : www.homeboyindustries.org Email : mburton@homeboyindustries.org Mary Ellen Burton	Y	0
18	iHeartMedia.jobs 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmedia.jobs Talent Acquisition Coordinator Manual Posting	N	0
19	iHeartMediaCareers.com 20880 Stone Oak Pkwy San Antonio, Texas 78258 Phone : 210-253-5126 Url : http://www.iheartmediacareers.com Talent Acquisition Coordinator Manual Posting	N	0
27	Ohio Center for Broadcasting-Cleveland 9885 Rockside Rd. #160 Valley View, Ohio Phone : 216-503-5900 x1104 Url : http://beonair.com/cleveland Email : jhardy@beonair.com Janice Hannah-Hardy	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 7/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
28	Pepperdine Univ - School of Bus Mgmt 16830 Ventura Blvd. Pepperdine, California 91436 Phone : 818-501-1623 Url : www.pepperdine.edu Email : karen.weiss@pepperdine.edu Jennette Brown	Y	0
29	SAE Institute, Los Angeles 6700 Santa Monica Blvd Los Angeles, California 90038 Phone : 323-466-6323 Url : http://usa.sae.edu/campuses/losangeles/ Email : e.hernandez@sae.edu Fax : 1-323-466-6321 Edgar Hernandez	Y	0
31	SELA Worksource Center 3965 S Vermont Ave Los Angeles, California 90037 Phone : 323.730.7900 x227 Url : www.letc.com Email : aguerrero@letc.com Arthur Guerrero	Y	0
32	University of California, Riverside 900 University Avenue Riverside, California 92521 Phone : 951-827-2736 Linda LaTendresse Manual Posting	Y	0
34	USC Career Planning & Placement Ctr 3601 Trousdale Pkwy Student Union Bldg 110 Los Angeles, California 90089-4897 Phone : 213-740-9538 Url : www.careers.usc.edu Elizabeth Jordan Manual Posting	Y	0

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR

Vacancy Data Form

Account Executive

Recruitment source referring hiree: Employee Referral

Date of hire: 7/1/2018

RS Number	RS Information	Source Entitled to Vacancy Notification? (Yes/No)	No. of Interviewees Referred by RS
35	www.mediagignow.com 717 Green Valley Road Suite 200 Greensboro, North Carolina 27408 Phone : 336-553-0620 Url : http://www.mediagignow.com Email : customerservice@mediagignow.com MediaGigNow.com	N	0
TOTAL INTERVIEWS OVER REPORTING PERIOD:			1

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

Position: Account Executive

Hire Date: July 1, 2018

This report, generated by Broadcast1Source, verifies that KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR used Broadcast1Source to provide the following notice to the identified recruiting sources at the dates and times listed below.

To

All recruiting agencies listed in the report below

Subject: Job Notification from Broadcast1Source

From: contact@broadcast1source.com

Details:

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

iHeartMedia Stations

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales targets.

Responsibilities

- Identifies and solicits new business through prospecting and cold calling; builds and maintains a full pipeline of sales prospects.
- Services and grows relationships in existing client base.
- Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities.
- Delivers creative and effective sales presentations.
- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with iHeartMedia resources.
- Generates revenue and meets/exceeds established sales targets.

Qualifications

- Proficient in Microsoft Office suite and social networking platforms
- Adept at prospecting and using effective consultative selling principles and practices
- Strong client service relationship-building skills
- Ability to plan and organize, set priorities and multi task in a fast-paced environment
- Negotiation and closing proficiency
- Persuasive communication skills: verbal, written and presentation
- Independent; self-motivated; competitive; assertive
- Strong problem-solving and analytical skills
- Understanding of market dynamics including demographics
- Stress tolerance especially with tight deadlines and financial pressures
- Flexibility and creativity
- Professional appearance
- Strong interpersonal skills

Work Experience

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

- 1-2 years' sales experience
- Experience in Media/Advertising Sales with proven success is preferable
- SalesForce experience is a plus

Education

- 4-year college degree, preferably in a related field

Certifications

- None required

Location

Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505

Position Type

Regular

The Company is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status.

Our organization participates in E-Verify. Click [here](#) to learn about E-Verify.

Current employees and contingent workers click [here](#) to apply and search by the Job Posting Title.

Requirements:

Experience:

Additional Information:

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
Fax and E-mail verification summary report for Account Executive

Contact:

https://iheartmedia.wd5.myworkdayjobs.com/External_iHM/job/Burbank-CA-Olive/Account-Executive_Req12621-1

Job posted by an EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

*****IMPORTANT*****

This fax or email has been sent using the services provided by Broadcast1Source. If you want to change your contact details, please email Kiyoko Knight at kiyoknight@iheartmedia.com

KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRY, KVVU, KYSR
Fax and E-mail verification summary report for Account Executive

RS Number	Recruiting Source	Date and Time
3	Art Institute of California - Hollywood E-mail: nicsmith@aii.edu	Sent: 6/20/2018 11:15:14 PM
6	Burbank Employment Student Training (BEST) E-mail: burbankworkforceconnection@burbankca.gov	Sent: 6/20/2018 11:15:10 PM
7	Cal State University, Los Angeles E-mail: careers@cslanet.calstatela.edu	Sent: 6/20/2018 11:15:12 PM
9	California State University - Northridge E-mail: career.center@csun.edu	Sent: 6/20/2018 11:15:09 PM
11	Colorado Media School E-mail: dbyrd@beonair.com	Sent: 6/20/2018 11:15:08 PM
14	Fullerton College E-mail: jmerchant@fullcoll.edu	Sent: 6/20/2018 11:15:12 PM
15	Glendale Community College E-mail: andrav@glendale.edu	Sent: 6/20/2018 11:15:08 PM
17	Homeboy Industries E-mail: mburton@homeboyindustries.org	Sent: 6/20/2018 11:15:13 PM
16	Homeboy Industries E-mail: adelvillar@homeboyindustries.org	Sent: 6/20/2018 11:15:10 PM
27	Ohio Center for Broadcasting-Cleveland E-mail: jhardy@beonair.com	Sent: 6/20/2018 11:15:08 PM
28	Pepperdine Univ - School of Bus Mgmt E-mail: jennette.reece@pepperdine.edu	Sent: 6/20/2018 11:15:13 PM
29	SAE Institute, Los Angeles E-mail: e.hernandez@sae.edu	Sent: 6/20/2018 11:15:12 PM
31	SELA Worksource Center E-mail: aguerrero@letc.com	Sent: 6/20/2018 11:15:11 PM
35	www.mediagignow.com E-mail: customerservice@mediagignow.com	Sent: 6/20/2018 11:15:07 PM

Job Summary

Job #: Req12621

Account Executive

Burbank, CA - 91505

Posted 6/20/2018 - www.iheartmedia.com

Positions available: 1

Projected Occupation: Advertising Sales Agents

Job Requirements

BD

Job Description

Job Summary: Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales targets. **Responsibilities** • Identifies and solicits new business through prospecting and cold calling; builds and maintains a full pipeline of sales prospects. • Services and grows relationships in existing client base. • Identifies client/agency needs and develops persuasive proposals to meet needs and opportunities. • Delivers creative and effective sales presentations. • Steers clients based on market, platform and station information. • Maintains client communication and ensures client satisfaction. • Monitors competition to continually find new account leads. • Negotiates rates based on iHeartMedia's budgets. • Works collaboratively with internal partners to drive revenue. • Ensures prompt payments. • Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis. • Creates effective marketing campaigns in cooperation with iHeartMedia resources. • Generates revenue and meets/exceeds established sales targets.

Additional Information

Qualifications • Proficient in Microsoft Office suite and social networking platforms • Adept at prospecting and using effective consultative selling principles and practices • Strong client service relationship-building skills • Ability to plan and organize, set priorities and multi task in a fast-paced environment • Negotiation and closing proficiency • Persuasive communication skills: verbal, written and presentation • Independent; self-motivated; competitive; assertive • Strong problem-solving and analytical skills • Understanding of market dynamics including demographics • Stress tolerance especially with tight deadlines and financial pressures • Flexibility and creativity • Professional appearance • Strong interpersonal skills **Work Experience** • 1-2 years' sales experience • Experience in Media/Advertising Sales with proven success is preferable • Salesforce experience is a plus **Education** • 4-year college degree, preferably in a related field **Certifications** • None required **Location** Burbank, CA: 3400 West Olive Avenue, Suite 550, 91505 **Position Type** Regular **The Company** is an equal opportunity employer and will not tolerate discrimination in employment on the basis of race, color, age, sex, sexual orientation, gender identity or expression, religion, disability, ethnicity, national origin, marital status, protected veteran status, genetic information, or any other legally protected classification or status. Our organization participates in E-Veri

Share this Job

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[Facebook Share](#)

 This is how a student may see your job posting.

Account Executive

Position Type Number of Openings

Full Time **1**

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales targets.

Responsibilities

- Identifies and solicits new business through prospecting and cold calling; builds and maintains a full pipeline of sales prospects.
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- Steers clients based on market, platform and station information.
- Maintains client communication and ensures client satisfaction.
- Monitors competition to continually find new account leads.
- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving billing issues, submitting regular reports regarding sales, pipeline lists, forecasts and competitive analysis.
- Creates effective marketing campaigns in cooperation with

Important Dates

Posted On:

Jun 21, 2018

Application Deadline:

Jul 20, 2018

If no application instructions appear, make sure that you have a resume in the system. Once you do, you should be able to select it from a list of all your existing resumes for direct transfer to the employer via SCOTjobs.

 Your password is weak. Please [update your password now](#). [Learn more about password strength](#).

 This is how a student may see your job posting.

Account Executive

Important Dates

Posted On:
Jun 21, 2018

Application Deadline:
Jul 21, 2018

Position Type Desired Class Level(s)

Full Time Experienced Alumni

Work Authorization

No, will not require employment visa sponsorship

Description

Job Summary:

Identifies and develops new business opportunities; keeps and grows existing client relationships; offers solutions that help clients achieve their business goals; closes business; meets set sales targets.

Responsibilities

- Identifies and solicits new business through prospecting and cold calling; builds and maintains a full pipeline of sales prospects.
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- Negotiates rates based on iHeartMedia's budgets.
- Works collaboratively with internal partners to drive revenue.
- Ensures prompt payments.
- Follows all station procedures for preparing orders, resolving

TAB C

RECRUITMENT INITIATIVE
DOCUMENTATION

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
RECRUITMENT INITIATIVES FORM**

August 1, 2016 – July 31, 2017

	Type of Recruitment Initiative (Menu Selection)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
1.	Establishment of an intern program designed to assist members of the community	9/6/2016	Interns from across the country participate in internship programs covering Marketing, Promotions, Programming and Digital. During the period from 9/6/16 - 12/21/16 we hosted 12 interns from: Bradley University, Cal State University Fullerton, Cal State University L.A., Chapman University, CSUN, Glendale Community College, Ithaca College, Mt. San Jacinto College, UCLA, University of La Verne and USC.
2.	Participation in events or programs sponsored by educational institutions	10/12/2016	Participated in USC Annenberg Journalism Networking Night at USC, Los Angeles.
3.	Establishment of an intern program designed to assist members of the community	1/23/2017	Interns from across the country participate in internship programs covering Marketing, Promotions, Programming and Digital. During the period from 1/23/17 - 5/26/17 we hosted 19 interns from: Azusa Pacific University, Cal Poly Pomona, Cal State Fullerton, College of the Canyons, Cal State University Northridge, Glendale Community College, Ithaca College, Mt. San Antonio College and University of Texas at Austin.
4.	Participation in Job Fairs	3/2/2017	Participated in Cal State University Northridge's Nazarian College of Business 2017 Industry Night, an Internship Job Fair attended by 600 CSUN business students.
5.	Participation in Job Fairs	3/16/2017	Participated in Cal State University Los Angeles's College of Business & Economics Business Career Fair. Met with CSULA students to discuss employment opportunities with iHeartMedia LA.
6.	Participation in Job Fairs	3/23/2017	Participated in the 34th Annual Annenberg Center Connection Internship & Job Fair at USC, in Los Angeles, CA.
7.	Participation in Job Fairs	4/6/2017	Participated in the Internship/Job Fair sponsored by the Hameetman Career Center at Occidental College in Los Angeles, CA.
8.	Participation in events or programs sponsored by educational institutions	4/11/2017	Participated in the Vantage Point Forum at Mount St. Mary's University in Los Angeles.
9.	Participation in events or programs sponsored by educational institutions	5/19/2017	The Regional President of iHeartMedia SouthWest visited Rancho Pico Junior High School in Stevenson Ranch, CA on May 19, 2017 and gave a presentation on careers in the broadcast industry to a group of 50 middle school students.
10.	Establishment of an intern program designed to assist members of the community	5/30/2017	Interns from across the globe participate in internship programs covering Marketing, Promotions, Programming and Digital. During the period from May 30, 2017 - July 31, 2017 we hosted 11 interns from Boston University, Cal Poly Pomona, Cal Sate Fullerton, Cal State University Northridge, Sam Houston State University, UCLA, University of Maryland, University of New Mexico, University of Nevada, Reno and USC.

Knight, Kiyo

From: Abundez, Oscar
Sent: Monday, July 24, 2017 12:16 PM
To: Knight, Kiyo
Subject: FW: USC Annenberg Journalism Networking Night Invitation

Hi Kiyo! Below is the USC event we attended.

From: Megan Hutaff [<mailto:meganh@asc.usc.edu>]
Sent: Tuesday, August 02, 2016 4:23 PM
Subject: USC Annenberg Journalism Networking Night Invitation

JOURNALISM NETWORKING NIGHT

Date: Wednesday, October 12, 2016

Time: 5:30 – 7:30 p.m.

Where: USC Campus- Wallis Annenberg Hall

Hope you are all having a fabulous summer.

We are excited to invite you to mix, mingle, network, and recruit USC Annenberg journalism students and alumni.

This dynamic event will give you access to individuals qualified for internships and entry-level job opportunities.

Each company will be provided with a cocktail table labeled by company so students can meet and greet.

There is no charge to participate in this event, but in order to ensure that your company will have a table, please fill out the RSVP link ASAP as we have a limited number of tables: [JOURNALISM NETWORKING NIGHT](#)

Please have all individuals from your organization planning to attend fill out the RSVP link.

Thank you for joining us in this new and exciting event!
Please let us know if you have any questions.

~The Annenberg Career Development Team



Business Career Fair

March 16, 2017

*Thursday, March 16, 2017:

8:30am-9:00am	Arrive and Register
9:00am-10:00am	Set Up and Small Breakfast
10:00am-2:00pm	Students will arrive
12:00pm	Appetizers will be provided
2:00pm-3:00pm	Wrap Up

*Schedule subject to change

Parking

Use the following address on any map site for directions to the Welcome Center.

5151 State University Drive

Los Angeles, CA 90032

Arrive to the Welcome Center, mention your name and company, then a parking permit will be issued. The parking attendant will direct you to either Lot 4 or Structure B. The first 25 vehicles will be directed to Lot 4 and the remainder to Structure B.

We have indicated in the Campus Map the Welcome Center, Lot 4, Structure B, and the path to the Golden Eagle Ballrooms. Students will be stationed at Lot 4 and Structure B to direct you to the Golden Eagle Ballroom. Once you arrive to the Golden Eagle Ballrooms, enter the elevator to the 3rd floor. Then, head to the Golden Eagle Ballroom for check-in.

If you have any questions, please call Gabriela Cortes at 626-235-7597 or email at Gcorte28@calstatela.edu.

ANNENBERG CAREER CONNECTION INTERNSHIP & JOB FAIR

When

Thursday March 23, 2017 from 4:00 PM to 7:00 PM
PDT

[Add to Calendar](#)

Where

USC RONALD TUTOR CAMPUS CENTER
BALLROOM
3607 Trousdale Pkwy
Los Angeles, CA 90089



[Driving Directions](#)

Contact

Megan Hutaff
Associate Director
USC Annenberg Career Development
213-821-1514
meganh@usc.edu

Thursday, March 23, 2017

The USC Annenberg School for Communication and Journalism is
hosting our 34th Annual

Annenberg Career Connection Internship & Job Fair

Company arrival and appetizers: 3 - 5 p.m.

Career Fair: 4 - 7 p.m.

[Register Now!](#)

Sponsorship Now Available

\$500 sponsorship includes:

- Company logo featured on career fair marketing materials
- High visibility table placement

Knight, Kiyo

From: Norman Williams <nwilliams@oxy.edu>
Sent: Monday, April 3, 2017 1:59 PM
To: Nagar, Angel; Knight, Kiyo
Subject: Oxy Industry Night Spring 2017
Attachments: oxymap.pdf; Oxy Parking Permit.pdf

Greetings Team iHeart Media!

Spring Industry Night is just a few days away. I would like to quickly review the logistics, what to expect and what to bring. This is an excellent opportunity for our students and they will be prepared to take full advantage of it. It is an equally great opportunity for our employer partners to engage with our students, build interest in their organizations and scout for talent.

Attached is your parking pass and map of Oxy. Please park in the parking lot behind Bell Field (#103 on map). The event will be held on the Hameetman Career Center patio, on the north side of the Arthur G. Coons Administrative Center (#1 on map). You can park in the Please arrive between 4:30 – 5p to get setup, and enjoy some hors d'oeuvres and light refreshments. Be sure to bring plenty of marketing collateral and a 6 ft. tablecloth, preferably with your company logo on it. Outside of that, feel free to be creative!

Industry Night is Oxy's spin on the traditional career fair, a blending of networking and recruiting with a professional panel. Designed to provide Oxy's students a more personalized experience. They will have a chance to hear directly from you about your career path, as well as what qualifications and traits each your company looks for in potential new hirers. Then you will have a chance to speak with students more in detail about your organization and available career opportunities, as they visit your table.

During the professional panel, an employer representative from each company will be asked to address the following questions.

1. Name, Company, Title, College Attended and Major
2. How you got into your current role (brief overview of career path from college to now)
3. What your company does and what your role/responsibilities are
4. Quickly describe your company's culture
5. What qualities you look for in a new hire

Thank you again for your partnership! Please let me know if you have any questions or concerns.

-- Norm

Regards,

Norm Williams Jr. '05 | Assistant Director, On Campus Recruiting
1600 Campus Rd., Los Angeles, CA 90041-3314
323 341-4019 - nwilliams@oxy.edu



Knight, Kiyo

From: Vitt, Krista
Sent: Friday, July 7, 2017 15:59
To: Knight, Kiyo
Subject: FW: Career Presentation

Kiyo,

For the public file ☺

From: Jodi Ferry [<mailto:jferry@hartdistrict.org>]
Sent: Thursday, May 18, 2017 2:22 PM
To: LeGrett, Kevin <KevinLeGrett@iheartmedia.com>
Subject: Career Presentation

Hello Mr. LeGrett,

We are so excited for your career presentation tomorrow. Please come at 10:00 so we can get you all set up in the room. The students will be coming at 10:20. We have a LCD projector, a computer and speakers for you to use. Let me know if there is anything else you'll need. It's a packed house tomorrow - we are expecting 50 students.

Take care,
Jodi

--
Jodi Ferry
Counselor
Rancho Pico Junior High
(661) 284-3260



ALEX *University of New Mexico*



ALISON *USC*



CANDICE *Boston University*



CONNER *University of Maryland*



ERIC *CSUN*



JOE *Cal State Fullerton*



KAROLINA *University of Nevada, Reno*



MELANIE *Cal Poly Pomona*



MITCHELL *Texas Christian University*



NATALIE *UCLA*



TAHIRAH *Sam Houston State University*



2017
Outreach Initiatives Activity
#10

**KBIG, KEIB, KFI, KIIS-FM, KLAC, KOST, KRRL, KSRV, KVVS, KYSR
RECRUITMENT INITIATIVES FORM**

August 1, 2017 – July 31, 2018

	Type of Recruitment Initiative (Menu Selection)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
1.	Establishment of an intern program designed to assist members of the community	9/5/2017	Interns from across the country participated in internship programs covering Marketing, Promotions, Programming and Digital. During the period from 9/5/17 - 12/22/17, we hosted 11 interns from: Azusa Pacific University, Bradley University, Cal State Fullerton, Cal State L.A., Cal State Northridge, Citrus College, Emerson College and USC.
2.	Participation in events or programs sponsored by educational institutions	10/26/2017	Gave a business presentation to Chapman University students on the benefits of internship training programs, highlighting the iHeartMedia L.A. Unpaid Internship Program.
3.	Participation in events or programs sponsored by educational institutions	11/2/2017	Participated on a panel of Industry executives at UCLA and offered tips on job searches, applications and interviews for positions within the media and entertainment industry.
4.	Participation in events or programs sponsored by educational institutions	11/16/2017	Hosted a group of 8 college students from High Point University at the iHeartMedia L.A. office.
5.	Participation in events or programs sponsored by educational institutions	12/4/2017	Sat with a group of industry professionals at Bradley University's Annual Wrap-up meeting, giving feedback on the Bradley University students that we have hosted as part of our internship program, and giving recommendations and guidance as necessary.
6.	Establishment of an intern program designed to assist members of the community	1/22/2018	Interns from across the country participated in internship programs covering Marketing, Promotions, Programming and Digital. During the period from 1/22/18 – 5/18/18, we hosted 13 interns from: Bradley University, Cal State Fullerton, Cal State L.A., Cal State Long Beach, Cal State Northridge, Citrus College, Loyola Marymount University, Pepperdine and USC.
7.	Participation in Job Fairs	2/22/2018	Participated in Cal State University, Northridge's Industry Night, an annual career fair/networking event where students and organizations engage in conversations about professional opportunities. The event offers students an excellent opportunity to interact with industry professionals.
8.	Participation in events or programs sponsored by educational institutions	2/28/2018	Gave an hour-long presentation of iHeartMedia L.A.'s Unpaid Internship Program to Cal State University L.A. students.
9.	Participation in events or programs sponsored by educational institutions	3/9/2018	Participated in the Cal State University, Northridge American Marketing Association Mash-Up. The AMA Mash-Up is a unique networking event where students are given the opportunity to have one-on-one conversations with professionals from various industries, while networking and establishing future relationships.
10.	Participation in events or programs sponsored by educational institutions	3/12/2018	Participated on a panel of industry executives at Mount St. Mary, offering advice to students interested in pursuing careers in entertainment.
11.	Participation in events or programs sponsored by educational institutions	3/20/2018	Hosted 14 Cal State University Northridge students from the CSUN Latino Business Association on a tour of the iHeartMedia L.A. offices. At conclusion of tour, spoke with students about the iHMLA Internship program.

	Type of Recruitment Initiative (Menu Selection)	Date	Brief Description of Activity & Scope of Broadcaster's Participation <i>(where applicable, include job title(s) of station staff involved in the activity)</i>
12.	Participation in Job Fairs	3/21/2018	Participated in USC's Career Connection Internship & Job Fair event for USC Annenberg students and alumni. This event gave students direct access to company recruiters to learn more about available internships and/or jobs within their companies.
13.	Participation in events or programs sponsored by educational institutions	4/3/2018	Participated in an hour-long Information Session at Occidental College. Discussed careers in broadcasting, employment opportunities available at iHeartMedia L.A. and iHMLA's Internship Program.
14.	Participation in events or programs sponsored by educational institutions	4/11/2018	Participated in an hour-long Information Session at Biola University. Discussed careers in broadcasting, employment opportunities available at iHeartMedia L.A. and iHMLA's Internship Program.
15.	Establishment of training programs for station personnel	5/2/2018	Facilitated a 2-hour public speaking workshop for 60 sales staff members presented by Roger Love. Sellers, managers and support staff learned vocal training and public speaking techniques.
16.	Establishment of an intern program designed to assist members of the community	6/7/2018	Interns from across the country participated in internship programs covering Marketing, Promotions, Programming and Digital. During the period from 6/7/18 – 8/17/18, we hosted 11 interns from: Cal State Long Beach, Cal State Northridge, Cal State San Bernardino, California Lutheran University, Fordham University, High Point University, Los Angeles City College, San Diego State University, San Francisco State University, UC Riverside and USC.
17.	Participation in events or programs sponsored by educational institutions	7/27/2018	The Senior VP of Sales for iHeartMedia LA, visited Campbell Hall in Studio City, California to speak to 8th and 9th grade students in the Campbell Scholars program about his career in broadcasting and employment opportunities in the broadcast industry today.

School of Communication

ELO: IHeartMedia Networking Opportunity: Thursday, October 26 from 4-5:30, AF 209A

Announced on October 19, 2017

Meet reps from the world's leading global media and entertainment company! iHeartMedia isn't just in the business of radio- they also specialize in digital, outdoor, mobile, social live events and on-demand entertainment. Learn what it takes to land a job/internship and succeed at an American mass media company. Chapman alumni and industry leaders working at iHeartMedia will be answering your questions... How did they get their jobs at iHeartMedia? What is the industry like? What does iHeartMedia look for in an employee or intern? What is their company culture? What type of opportunities are there at iHeartMedia and the industry?

Guests will give their insight in a panel setting and then open up for informal Q&A. Featuring Angel Nagar, Marketing Coordinator and Intern Manager.

Please see the event site for details.

THE WORLD'S LEADING
GLOBAL MEDIA & ENTERTAINMENT COMPANY



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PANEL + NETWORKING WITH CU ALUMNI + IHEARTMEDIA'S INTERN MANAGER, ANGEL NAGAR	THUR OCT 26 4 PM AF209A	 CAREER & PROFESSIONAL DEVELOPMENT CHAPMAN UNIVERSITY	RSVP AT CHAPMAN JOINHANDSHAKE COM
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From: Bell, Brandon
Sent: Friday, October 13, 2017 10:49 AM
To: Leyba, Gean <GeanLeyba@iheartmedia.com>
Subject: RE: Educational Tour Request from High Point University

No prob.

From: Leyba, Gean
Sent: Friday, October 13, 2017 10:05 AM
To: Bell, Brandon <BrandonBell@iheartmedia.com>
Subject: FW: Educational Tour Request from High Point University

Brandon

We have 8 students and an advisor from High Point University coming in on 11/16/17 for a tour. Could you talk to them around noon on that day for a Q&A?

Gean K. Leyba
Director of Facilities
iHeartMedia, Inc -- Los Angeles | iHeartRadio Theater West
3400 W. Olive Avenue, Ste 550 | Burbank | California 91505
3000 W. Alameda Avenue, Stage 3 | Burbank | California 91505
818.566.6106 | C: 818-281-2203



Reaching a quarter billion consumers every month
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From: Mohns, Kate [mailto:kmohns@highpoint.edu]
Sent: Friday, October 13, 2017 9:02 AM
To: Leyba, Gean
Cc: Yount, Martin
Subject: Re: Educational Tour Request from High Point University

Hello Gean,

Thank you so much! We will be there! Would we be able to speak with a manager for a brief Q&A after the tour?

Best,

Kate Mohns

Sent from my iPhone

CSUN[®]

DAVID NAZARIAN
COLLEGE OF BUSINESS
AND ECONOMICS

7TH ANNUAL
Industry Night

Industry Night is an annual career fair and networking opportunity event where students can engage in conversations with industry professionals.

THURSDAY, FEBRUARY 22

6PM-9PM

USU NORTHRIDGE CENTER

RSVP:

csun.joinhandshake.com

BY FEBRUARY 15

Some companies that have already registered to attend are:

hulu

iHeart
RADIO

VIACOM

UNIVERSAL STUDIOS
HOLLYWOOD

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@csun.lba
Latino Business Association
(/user/csun.lba)

21 March, 2018

iheartmedia (/location/iheartmedia-955798164)



Thank you to everyone that came out to the iHeartMEDIA company tour! And a very special thank you to Angel Nagar for the after hours hospitality. We hope you all took something away from this experience! ❤️🌐🌍 #CSUN (/tag/CSUN) #CSUNLBA (/tag/CSUNLBA) #LBA (/tag/LBA) #Matadors (/tag/Matadors) #iHeartMEDIA (/tag/iHeartMEDIA)

Knight, Kiyo

From: Megan Hutaff, Associate Director [mailto:meganh@usc.edu]
Sent: Friday, December 22, 2017 10:14 AM
To: Nagar, Angel <AngelNagar@iheartmedia.com>
Subject: Thank you for registering for USC Annenberg Career Connection Internship & Job Fair 2018

USC Annenberg Career Connection Internship & Job Fair 2018

The USC Annenberg School for Communication and Journalism is hosting our annual Career Connection Internships & Job Fair on Wednesday, March 21, 2018 (4 - 7 p.m.).

Wednesday, March 21, 2018 from 4:00 PM to 7:00 PM PDT

USC Ronald Tutor Campus Center

3607 Trousdale Pkwy
Los Angeles, CA 90089

Thank you again for registering for the Annenberg Career Connection. This email is confirmation of your successful registration. If any of the information displayed below is incorrect, please contact us as soon as possible.

Please email Megan Hutaff (meganh@usc.edu) the most updated version of your logo in .EPS, .PNG, or .JPG file.

Need to ship anything to campus?:

Shipping address:

Megan Hutaff
Associate Director, Career Development
Annenberg School for Communication and Journalism
3502 Watt Way, ASC 140
Los Angeles, CA 90089-0281
(213) 821-1514

*Please let me know if you are planning to ship anything so I can look out for the items.

Registration Information

First Name:	Angel
Last Name:	Nagar
Email Address:	angelnagar@iheartmedia.com
Are you a USC Alumni?	No



 **EVENTS** CAREER DEVELOPMENT



Wednesday
March

21

CAREER DEVELOPMENT

Career Connection internship and job fair

 Wednesday, March 21, 2018 - 4 p.m. – 7 p.m.

 Tutor Campus Center (TCC), Ballroom

This event is open exclusively for Annenberg students and alumni. Professional dress is required and all attendees should bring copies of their resumes to distribute to the recruiters. There is no cost to attend and an RSVP is not necessary.

This event gives you direct access to company recruiters to learn more about available internships and/or jobs within their companies.

We will be offering LinkedIn photos — stay tuned!

From: Nagar, Angel
Sent: Tuesday, February 27, 2018 10:48 AM
To: 'Michael Witt' <mwitt@oxy.edu>
Subject: RE: Reconnecting with Oxy

Sounds great Michael. Thanks!

I've attached the iHeartMedia Los Angeles logos (just in case you need them for your promotion of the event).

Angel Nagar
Marketing Coordinator | Intern Manager
iHeartMedia, Inc. - Los Angeles

From: Michael Witt [<mailto:mwitt@oxy.edu>]
Sent: Tuesday, February 27, 2018 10:38 AM
To: Nagar, Angel <AngelNagar@iheartmedia.com>
Subject: Re: Reconnecting with Oxy

Hello Angel,

I just wanted to follow-up and confirm that we have you scheduled to return to Oxy on Tuesday April 3, 2018 from 12:00 PM - 1:00 PM. The event will be held in the Hameetman Career Center.

Attached, you will find a parking permit and a campus map. The Hameetman Career Center is located behind Johnson Hall (behind building number two). Please feel free to park in any of the visitor lots with your parking permit.

As we approach the event, I'll be sure to promote your event on-campus. Should you have any questions or need any additional accommodations, please let me know. I am happy to help.

Thanks again for supporting the Oxy student body and I am looking forward to your visit.

--

Michael Witt | Assistant Director, Employer Engagement & Recruiting
Hameetman Career Center
mwitt@oxy.edu | T [323-341-4019](tel:323-341-4019)

Events Calendar (/events)



#InternGoals

Career Conversations with iHeartMedia

 Wednesday, April 11, 2018  6–7:30 p.m.

 Cafe Banquet Room

COST AND ADMISSION

This event is **free** to attend.

Interested in a career in media and entertainment?

Explore possibilities and hear about career options in radio, digital, outdoor, mobile, social and events with iHeartMedia.

Guest Speaker:
Angel Nagar
Internship Program Manager

Let us know you're coming by logging onto biola.edu/handshake (<http://biola.edu/handshake>).

Questions?

Contact **Jasmyn Alvarez** at:
jasmyn.m.alvarez@biola.edu (<mailto:jasmyn.m.alvarez@biola.edu>)

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